1.7 Access to Personnel Records Procedure

**Procedure**

All volunteers, as part of the recruitment and screening processes, will supply information including an application form, a National Police Check, a Working with Children Check as appropriate and referee reports. These details will be securely stored in the volunteer personnel records, and the Administration Office re emergency contacts, and will only be used for the purpose for which they were intended. This information will be received by the <Insert Position> and made available to supervising staff and/or those involved in the selection process. At the end of the selection process, all documentation will be returned to the <Insert Position> who will ensure that it is stored in the volunteer’s personnel record.

Documentation from volunteer performance and volunteer involvement will be recorded in the volunteer’s personnel records, which may include:

* volunteer applications,
* contact details including next of kin,
* supervision and appraisal documentation,
* attendance records,
* participation in training,
* volunteer recognition and feedback,
* grievances,
* counselling or disciplinary issues and actions,
* exit interviews,
* volunteer references / statement of attendance.

Each volunteer may request access to their own personnel record from the <Insert Position>, who is responsible for updating and storing personnel files. All information is to be kept confidential according to the Volunteer and Staff Confidentiality and Privacy Policies and Procedures.

**Application**

This procedure applies to all personal information about volunteers and its application is the responsibility of the <Insert Position>.

**Standards**

1.3, 1.4, 2.1, 4.4, 5.1, 7.2, 8.1

**Related Policies and Procedures**

* Documentation and Records Policy and Procedure
* Volunteer Recruitment Policy and Procedure
* Volunteer Screening Policy and Procedure
* Volunteer Confidentiality and Privacy Policy and Procedure
* Volunteer Supervision Policy and Procedure
* Risk Management Policy and Procedure
* <Insert Organisation Name> Data Security Policy and Procedure
* <Insert Organisation Name> Organisation Records Management Policy and Procedure
* <Insert Organisation Name> Confidentiality and Privacy Policy and Procedure

|  |  |  |  |
| --- | --- | --- | --- |
| Approved | CEO | Signature |  |
| Review | Annual | Next Review Date |  |