

Trust Headquarters  
Russell's Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ

**Ref:** FOI-000258

**Date:** 11/8/23

**Address / Email:**

Dear

**Request Under Freedom of Information Act 2000**

Thank you for requesting information under the Freedom of Information Act 2000, please see response below

I am writing to request copies of the following HR policies from the Human Resources.

Recruitment and Selection Policy - in development so not able to share until policy has been ratified and published

Disclosure and Barring Service Policy – Please see attached policy

Disciplinary Policy – Please see attached.

Record Management Policy (Employee records, storage and disposal of information relating to DBS checks or recruitment checks) - in development so not able to share until policy has been ratified and published

For a copy of the policies please contact [dgft.foi@nhs.net](mailto:dgft.foi@nhs.net) quoting reference number 000258

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager  
Trust Headquarters  
Russell's Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ  
Email: [dgft.dpo@nhs.net](mailto:dgft.dpo@nhs.net)

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113

FOI/REF FOI-

[www.ico.org.uk](http://www.ico.org.uk)

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

**Freedom of Information Team**  
**The Dudley Group NHS Foundation Trust**