



Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Human Resources Directorate			
Policy Name:	Personnel File Policy			
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Personnel File Policy

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	04/11/2025	09/11/2025	Initial Release	President

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1. Purpose

This policy sets forth HBKU regulations and expectations regarding the establishment, use, and maintenance of Employee's personnel files.

2. Scope

This policy applies to all HBKU Employees.

3. Terms, Abbreviations, and Definitions

The following terms and abbreviations used in this policy shall have the meanings defined below:

Term/Abbreviation	Definition
Employee	Any person engaged to perform work for HBKU under HBKU's direction and supervision.
Personnel File	A confidential file containing an Employee's record of employment with HBKU. The file should contain the Employee's hiring paperwork, job accommodations (if any), disciplinary record, employment classification status, performance reviews, job descriptions, and other Employee related data and documents.
Personnel Record	A document within a personnel file.
Sensitive Personal Information	Information that is confidential and for which measures must be taken to prevent disclosure beyond those authorized to have the information. Such sensitive personal information includes data relating to the ethnic origin, children, health, physical or mental condition, religious beliefs, marital relationship, and felonies.


4. Policy

4.1. Maintaining Personnel Files

- 4.1.1. HBKU's Human Resources department maintains one personnel file for each current and former Employee in either a physical and/or electronic form or both.
- 4.1.2. Personnel files are the property of HBKU, are confidential, and should be maintained in a secure area.
- 4.1.3. Employees' personnel files, personnel and payroll reports and any paper document or digital storage device that includes salary or rate information is considered Sensitive Personnel Information and is confidential.
- 4.1.4. Sensitive Personal Information may not be processed except after obtaining the Employee's consent and required authorization, if any, from appropriate national authority unless such processing is necessary to achieve a legitimate interest or business need by HBKU or a third party to whom such data or information is sent to.
- 4.1.5. Sensitive Personnel Information is confidential and must be safeguarded at all times.

4.2. Contents of Personnel Files

- 4.2.1. **Items Included in a Personnel File:** A personnel file will include, but is not limited to, the following Personnel records if applicable to the Employee.
 - Employment application materials.
 - Offer letter and acceptance.
 - Employment contract.
 - Name, birth date, date of original employment, Point of Origin, current address, home address, phone and other paper and electronic personnel records and information related to the terms and conditions of employment including current positions and title.
 - Forms, letters, and supporting documentation related to an Employee's hiring or changes in employment status and/or position duties including promotion,

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transfer, position reclassification, secondment, resignation, and termination letters, notices, or agreements.


- Employee acknowledgment or consent forms related to hiring, orientation, or employment.
- Payroll records including current salary and salary history.
- Special or additional payments and related forms.
- Vacation, sick leave, and other leave records.
- Copies of required certification/licensing/educational degree.
- Conflict of interest form.
- Any required university or entity/unit training certification relative to the Employee's qualifications for employment, promotion, transfer, loaning, or secondment.
- Performance evaluation, goal setting and professional development plan, and any associated performance improvement plan and/or interim or probationary evaluation.
- Received awards or other formal recognition.
- Disciplinary action, including any written reprimand, suspension, or discharge.
- Summary of final investigatory reports and determinations under the relevant HBKU policies.

4.2.2. **Non-Personnel File Materials / Materials to be Stored Separately:** The items listed below are generally not considered Personnel Records and are not part of the Personnel File and should be maintained separate from the Employee Personnel File. Other documents may also be maintained in separate files as determined by the Human Resources Directorate.

- Pre-Employment Screening information and records.
- External references secured from persons in conjunction with initial appointment, reappointment, or promotion.
- Information about a person other than the Employee if disclosure of the information would constitute an unwarranted invasion of the other person's privacy.
- Workforce planning materials that relate to more than one Employee including salary increases, management bonus plans, promotions, and job assignments.
- Supervisor's personal notes.
- Medical information.
- Leave of absence documentation related to a family and Medical Leave or disability.
- Reasonable job accommodation requests and related documentation under the Disability and Religious Job Accommodation policy.
- Records and documents developed or collected for use in a disciplinary or grievance process or procedures.
- Insurance and/or benefit plan choices and beneficiary information.

4.3. Access to Personnel Files

- 4.3.1. The Human Resources Directorate must establish controls to protect Personnel files from unauthorized access.
- 4.3.2. Personnel files may be accessed by the Employee, by University Personnel or by third parties, provided that access to third parties will be given subject to the consent of the Employee, unless such processing is necessary to achieve a legitimate interest or business need by HBKU or a third party to whom such data is sent to.

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4.3.3. All employment-related and personal information in an Employee's personnel file specified as "Sensitive Personnel Information" by the Human Resource Directorate in compliance with Qatari Law and regulations and HBKU policies is confidential.

4.3.4. Access by the Employee:

4.3.4.1. Current and Former HBKU Employees who wish to inspect their personnel file should make a request to the Director of Human Resources or the Employee Relations Manager.

4.3.4.2. The Director of Human Resources or his/her designee will arrange for a human resources representative to schedule a time for the individual to inspect his/her personnel file per the applicable law and HBKU policies and procedures. Individuals reviewing documents will be accompanied by an authorized Human Resources representative.

4.3.5. **Access by University Employees:** HBKU Employees including executive officers, managers, supervisors, human resources personnel with a legitimate interest or business need to review an Employee's Personnel File may be authorized by the Human Resources Directorate to do so upon request and demonstration of the legitimate purpose of business need or as authorized by the Employee. Individuals reviewing documents will be accompanied by an authorized Human Resources representative if they have been given consent, unless it is to achieve a legitimate purpose or business need.

4.3.6. **Access by a Third-Party:** The Human Resources Directorate, in consultation with the Legal Counsel when appropriate, reviews requests for access to, or disclosure of, an Employee Personnel Record and releases this information as provided in Qatari Law and regulations and HBKU policies. For the personnel records of faculty and researcher, the Human Resources Directorate should also consult with the Office of the Provost or the Office of the VP Research as applicable, to review requests for access to or disclosure of faculty or researcher Personnel Records.

4.3.7. Access to Sensitive Personnel Information is limited to the Director of Human Resources, who may authorize access to certain members of his/her staff, to the Employee for whom the personnel file belongs, as well as other limited Employees who have a need to know the information. Employees who have access to Sensitive Personnel Information must safeguard such information in accordance with applicable law and HBKU's practices.


4.3.8. Those without authorized access to Sensitive Personnel Information who are found to be in possession of, or attempting to access, such information is in violation of this policy and subject to discipline, up to and including termination in addition to the penalties under the applicable law.

4.4. Changes to Personal Information

4.4.1. The Human Resources Directorate must maintain accurate and complete up to date Personnel Records.

4.4.2. Employees must promptly notify the Human Resources Department of any changes to their personal information, such as changes in home address, home telephone number, legal name, marital status, number of dependents, and so on.

4.4.3. Employees may, at any time, withdraw consent, or object to the processing of personal information and may add, remove (if such matter is not necessary for the purposes for which personal information is collected, or if such matter exceeds its requirements or gives rise to discrimination, unfairness, or violation of the law), or correct information or Personnel records contained in a personnel file. In order to exercise the foregoing rights, the Employee shall make a request to HBKU.

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4.5. Retention of Personal Information

- 4.5.1. Personnel Records are maintained in accordance with the University General Records Retention and Disposition Schedule.
- 4.5.2. Personnel files contain confidential information and must be destroyed by shredding, incinerating or, in the case of digital records, purged by the system administrator. When the requisite period of data retention has passed, the records should be destroyed.

5. Associated Procedures, Guidelines, and Supporting Documents

Personnel File Access Procedure

6. References and Related Policies

Disability and Religious Accommodation policy

7. Source, Responsible Office, Authority

The Human Resources Directorate is responsible for the administration, implementation, and enforcement of this policy.