

Classes of Records Held by the Rotunda Hospital

Corporate Records

Corporate records include but are not limited to the following:

- Meetings – minutes and agendas
- Strategies
- Projects
- Reports
- Audits reports
- Risk reports and claims information
- Legal advice and claims
- Policies, procedures and guidelines
- Complaint records
- Information requests
- External marketing
- Internal Communications
- Health and Safety

Human Resources Records

HR records include but are not limited to the following:

- Personnel files – including contracts, job descriptions, absence records, references
- Recruitment and selection campaigns
- Training and development records
- Staff communications
- Contracts
- ER/IR files
- IR/trade union negotiations
- Census reports
- Garda vetting information
- Workforce reports
- Occupational health
- Investigation reports
- HR circulars, guidance and correspondence

Financial Records

These records include but are not limited to the following:

- Financial accounts, statements and reports
- Accounts payable
- Accounts receivable
- Bank records
- Fixed assets
- Insurance records
- Finance circulars, guidance and correspondence
- Payroll and superannuation
- Contracts management
- Tender documentation

Healthcare Records

This refers to all information collected, processed and held both in manual and electronic formats pertaining to the service user and their care. It includes demographics, unique identification, clinical data, images, investigations, samples, correspondence and communications relating to the service user and their care.