Dear [Name],

Freedom of Information request: 2019/0038

Thank you for your Freedom of Information request received on 6th February 2019 in which you requested the following:

Your Request:

I am writing under the Freedom of Information Act 2000 to request the following information from your department:

- How many staff do you employ with each of the nationalities listed below?
- When you recruit new staff what is the system by which their nationality is checked and recorded?
- Where is this data then held?
- What format is this data kept in?
- Which part of your (or any other) department, takes control of that data post recruitment?
- How can this data be subsequently accessed and interrogated?

Our response:

I can confirm UK Research and Innovation hold information relevant to your request.

Please see the information relevant to your request below.

How many staff do you employ with each of the nationalities listed below?

Please see the information provided in the table below:
When you recruit new staff what is the system by which their nationality is checked and recorded? Applicants can add their nationality if they are applying via iRecruitment. Right to Work checks take place at the time of interview whereby copies of passports are taken and annotated. For successful candidates line managers will forward a new starter form and the passport copy or any other right to work documentation to UK SBS, our Shared Service Provider. When setting up a new record the Recruitment Team will check and if necessary add the nationality to the new record.

Where is this data then held?
It is a field on the employee record

What format is this data kept in?
Electronic

Which part of your (or any other) department, takes control of that data post recruitment?
Human Resources

How can this data be subsequently accessed and interrogated?
Extracted via our HR reporting tools.

If you have any queries about this response please contact me, or if you are unhappy with the service you have received in relation to your request and wish to request a review of our decision, please write to:

Complaints Officer
UK Research and Innovation
Polaris House
North Star Avenue
Swindon
SN2 1FL
Email: foi@ukri.org
Please quote the reference number above in any future communications.

If you are still not content with the outcome of the review, you may apply to refer the matter to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by UKRI. The Information Commissioner can be contacted at:

Information Commissioner
Wycliffe House,
Water Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry/Information Line: Between 9am and 5pm Monday to Friday 0303 123 1113 or 01625 545745
Further information about the Office of the Information Commissioner can be found at http://www.ico.gov.uk/

Yours sincerely,

[Redacted]
UK Research and Innovation, Information Governance Team
Email: foi@ukri.org