

AP 418 – Employee Records

Purpose

In accordance with the *Freedom of Information and Protection of Privacy Act* the Board will ensure that confidentiality of personal information of its employees. Personal information may only be obtained as authorized by the Act and used for the specific purpose for which it is gathered. An employee shall have access to all personal information that the district holds about himself or herself.

Procedure

A. Guidelines

1. The employee record consists of all personal information collected or maintained by the district pertaining to the employee. The employee file shall be maintained by the Human Resources Department, but employee records may exist in other locations, as outlined in the district's list of Personal Information Banks.
2. Access to an employee's personal information can be gained during normal business hours upon appointment with the Human Resources Department. An employee's personal information is available to:
 - i. the employee, in the presence of a supervisory officer or the Director of Human Resources or designate
 - ii. other parties, such as legal counsel of the employee with the specific written consent of the employee;
 - iii. an employee's supervisor.
3. Confidentiality must be protected by each employee who is authorized to have access to the personal information of other employees.

B. Removal or Correction of Employee Record Entries

The *Freedom of Information and Protection of Privacy Act* gives employees the right to request that personal information on file be removed or corrected. This procedure is not intended to be in conflict with, or supersede, an employee's rights outlined in a collective agreement.

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Under the *Freedom of Information and Protection of Privacy Act*:

1. Employees may request the district to correct or remove entries in their personal records. Such a request must be made in writing, either on forms provided or in a letter.
2. The Human Resources Department, upon receiving such a request, will make a recommendation to the Information and Privacy Coordinator, who may consult with the Superintendent/CEO before making a decision.
3. If the district denies the request, the applicant shall be informed of the right to appeal to the Commissioner of Information and Privacy.

C. Retention of Employee Records.

Employee records shall be maintained for the periods outlined in *AP 519 – Retention and Destruction of Records*.

Adopted: December 14, 1994

References: *Freedom of Information and Protection of Privacy Act*
AP 519 – Retention and Destruction of Records