



Background

The school maintains secure, confidential personnel records to meet its operational information needs and to comply with legal requirements. Information contained in the employee's personnel record is accessible to the individual and representatives of the employer on a needs-to-know basis. Personnel records are to be secured with the utmost respect for privacy and confidentiality.

Procedures

1. Each personnel file contains confidential employment and performance information relevant to the school.
2. Personnel files may only be accessed on a confidential basis by staff members authorized by the Superintendent, with the exceptions noted below.
3. Employees may review their personnel file upon request to the Superintendent. The Superintendent or designate will monitor the file review.
4. Information contained in a personnel file shall not be made available to parties external to the School, except as authorized by:
 - 4.1 The Superintendent,
 - 4.2 A written request from the employee, or
 - 4.3 As required by law.
5. The retention and disposition of personnel files shall be in accordance with Administrative Procedure 185 – Records Retention and Disposition.
6. Unsolicited resumes will be treated as transitory records and will be retained for no more than six months after which they will be destroyed in a secure manner.

Reference:

Education Act, s. 27, 52, 53, 54, 222

Freedom of Information and Protection of Privacy Act

Personal Information Protection Act (PIPA)

PIPA Amendment Regulation