

**PERSONAL EMPLOYEE INFORMATION –  
ACCESS, USE, PRIVACY AND CONFIDENTIALITY**

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COMMITTEE:	Strategic Leadership Team	PASSED:	23 July 2015
TOPIC:	Ethical Conduct	AMENDED:	
		REVIEW PERIOD:	As required.

**MANAGEMENT GUIDELINES**

The Human Resources (HR) Department is responsible to ensure the privacy, security and confidentiality of all employees' personal, confidential and business-related information. This includes records management, employee files (personal and medical) and computerized human resource information systems. HR is required to ensure that processes and systems are in place that limit access to only those individuals authorized to view this information.

Management staff will have access only to the necessary employee information of those under their supervision. HR will determine information appropriate for reference and that which will remain protected. Information requested by representatives from outside sources who wish to confirm employee information for credit-related purposes or business references will only be released by an HR representative.

HR is responsible for the retention and destruction of employee records. Prescribed timeframes and proper procedures shall be followed.

It is the sole responsibility of the employee to keep their personal information up-to-date and provide changes to HR in accordance with the procedures in this policy.

Persons entitled/authorized to access personal employee files are required to exercise the strictest of confidentiality. The use of this information for purposes beyond what it was originally released by HR for may be subject to appropriate discipline up to and including dismissal.

**PROCEDURE**

**Employee Files:** HR is responsible for creating and maintaining files containing employee personal information, work history and performance evaluations. HR will also maintain a separate file, which contains confidential medical information, e.g. doctor notes and correspondence and workers' compensation related data. These secure employee files are kept in Library Administration.

- The Library does not encourage the keeping of separate departmental files to house employee information. This information whether hardcopy or on-line is all subject to access through an FOI application. If employee information needs to be retained it should only be on the HR files.

**HR Subject Files:** HR maintains files by subject area (e.g. recruitment/job posting, grievance) which will contain employee information. Because these files generally reference other employees and contain private/confidential information, they are kept separate from personal files. They will only be accessed by HR staff or staff authorized by HR, or as required by law.

**Access to Personal Files:**

By the Employee: Employees may request access to their own personal and medical files for the purpose of reviewing the contents pertaining to their employment with the Library. Employees may request photocopies of material on their personal and/or medical file. No file documents will be altered, removed or transported out of Library Administration by the employee.

By the Supervisor: Only the Exempt supervisor that the employee reports directly to or the Director of Library Services can access an employee's personal file.

By the Union: A member of the Union Executive will only be allowed to review an employee's personal file if they provide written permission from the employee to do this. The employee's authorization letter must be provided to HR and a mutually convenient appointment time will be made to review the file in the HR offices.

FOI Application: Under the FOIPP Act any individual has the right to request information. The Library, however, will apply exception to disclosure where it is necessary. Be advised that Section 22 of the FOIPP Act prohibits the disclosure of personal information (i.e. personal/medical) and for requests of this nature the terms of this Section will apply.

**Employee Records:** The HR Assistant is responsible to create new employee files and maintain up-to-date employment record systems.

**Changes to Personal Information:** Employees are responsible to keep HR informed as to changes to their personal information. This includes basic life changes such as address/phone(s); benefit coverage information that may include dependent additions/deletion coverage; name changes as well as beneficiary changes for life insurance/pensions purposes and emergency contacts. Employees may be required to attend HR to complete required documentation. Please note changes may affect premium deductions for payroll so care should be taken to promptly inform HR of these changes.

**Employee References:** Managers should exercise reasonable care and discretion in providing employment references for current or past employees since the information is subject to disclosure under the FOIPP Act. A frank and honest assessment is appropriate. False statements or negligently expressed opinions which are unfounded must be avoided.

**Confirmation of Employment Information:** Employees who require employment/salary written confirmation for personal reasons (e.g. mortgage, loan etc.) should contact the HR Assistant.

**Confidentiality:** It is the responsibility of all employees who have access to personal/private information to respect that information and use it appropriately. The Library takes this responsibility seriously and employees should not at any time be casual in handling or sharing of this information.

Any employee found to be in breach of the terms of these Guidelines would be subject to disciplinary action appropriate to the circumstance.