



Title: **DISCLOSURE OF EMPLOYEE RECORDS**

Procedure No.: **2027**
Effective Date: **2011 Sept. 11**

Department: Director's Services – Corporate Services

Reference(s):
– Municipal Freedom of Information and Protection of Privacy Act
– Personal Health Information Protection Act

It is the policy of the Board that employee records are privileged and confidential. Staff's right to privacy is to be recognized and protected, consistent with the public interest, the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act.

When releasing information, the appropriate supervisory officer or designate will ensure that:

- access to employee records is based on the need to perform one's board responsibilities;
- only records that are required and appear justified are provided;
- there is a justifiable and documented purpose for obtaining, storing and releasing personal information to a person other than to the subject of the information; and
- staff accessing and handling employee records under their custody and control complete the attached confidentiality statement.

An employee's personal health information will be disclosed only by the appropriate Health Information Custodian of the Board or designate, or on approval of the employee.

Employee records will be disposed of in accordance with the Board's Retention Schedule.

Administered By: **Director's Services – Corporate Services**

Amendment Date(s):



**STAFF STATEMENT OF UNDERSTANDING
REGARDING CONFIDENTIALITY**

I understand that, in compliance with pertinent legislation and the expectations for the Thames Valley District School Board, I have a responsibility to protect the privacy of individuals with respect to personal information about themselves which is held by the Thames Valley District School Board.

I further understand that information in the custody and control of the Thames Valley District School Board will be used for the purposes for which it was obtained and that the information will not be disclosed except with the consent of the individual or on approval of the appropriate supervisory officer/Health Information Custodian or designate, or for the purpose of complying with applicable legislation.

I recognize that failure to protect the privacy of employees' personal information will result in disciplinary action which may include termination.

I will refer questions regarding the protection of personal privacy to the appropriate supervisory staff.

Employee Name

Signature

Date