



SD 42 POLICY: 5700.2

COLLECTION, PROTECTION OF AND ACCESS TO PERSONAL INFORMATION OF BOARD EMPLOYEES

The Board supports the procedure for managing official requests. Personal information includes recorded information which could identify an individual. It includes such things as name, address, telephone number, employment history, marital or family status, sexual orientation, race, colour or any other such information that has been provided.

1.00 In accordance with the *Freedom of Information and Protection of Privacy Act*, hereafter referred to as "*the Act*", the Board will ensure the confidentiality of personal information of its staff.

1.01 The Board shall safeguard the confidentiality of personal information pertaining to board employees.

1.02 Personal information may only be obtained as authorized in *the Act* and used for the specific purposes for which it is gathered. The management and safekeeping of such information is the responsibility of employees designated by the Superintendent of Schools. Confidentiality must be protected by each employee who is authorized to have access to this information for the purposes of personnel management, the provision of personnel services or administrative services.

1.03 Access to an employee's personal information can be gained during normal business hours, upon appointment and is available to:

- a) The employee, in the presence of the personnel officer;
- b) Other parties (e.g. legal counsel of the employee) with the specific written consent of the employee;
- c) An employee's principal, or in the case of administrative and support staff, the supervisor on a need-to-know basis in the presence of the personnel officer; and
- d) Supervisory officers or the board's legal counsel, subject to the approval of the Superintendent of Schools.

NOTE: Access to personnel files by anyone other than the employee should be on a need -to-know basis only (ie required information should be made available, not the entire file).

1.04 Any personal information of an employee that is no longer required for either administrative, financial, legal or historical purposes and retention of which is not regulated by any statute, may be destroyed in a confidential manner.

1.05 The Superintendent of Schools is authorized to issue any procedures required to support this policy.

APPROVED: February 13, 2013