

<p><b>Personnel and Employee Relations</b> <b>7840</b></p> <hr/> <p>Employee Access to Personnel Files</p>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	March 26, 2019
	<b>References:</b>	The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP), (1990, Part 2, 3, and 4 and Sec. 31(1), (2), Sec. 32 Provincial Collective Bargaining Agreement Local Collective Bargaining Agreement (LINC) Education Support Professionals Conditions of Employment Compensation and Benefits CUPE Local No. 1125 Collective Agreement Policy 12 – Role of the Director
	<b>Status:</b>	Operational

### Preamble

Upon written request and by prior arrangement, subject to *The Local Authority Freedom of Information and Protection of Privacy Act, 1990, agreements in effect*, and regulations pursuant to this application, employees shall have opportunity to examine the contents of their personnel file.

### Application

1. Requests by employees to examine their personnel file shall be directed in writing to the Superintendent of Human Resource Services.
2. The Superintendent of Human Resource Services shall arrange a mutually satisfactory time for the employee to examine the personnel file.
3. The personnel file:
  - a. Must be examined in the presence of the Superintendent of Human Resource Services or designate.
  - b. Must be examined at the Catholic Education Centre.
  - c. May not be removed from the Catholic Education Centre.
4. Materials regarding an employee that were submitted in confidence in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act, 1990, Sec. 31* shall be identified but may not be examined by the employee unless written permission is secured from the originator of such confidential material.
5. Material in the personnel file may not be amended or deleted without the approval of the Superintendent of Human Resource Services.
6. The employee may submit a signed, dated statement concerning the contents of the personnel file and request specific placement of this statement in relation to contents of the file. This statement shall be incorporated into the file as specified by the employee.

7. The employee may request a correction in relation to any or all of the records to which the employee has been granted access if the employee believes there is an error or omission in the record or records. It shall be the responsibility of the Superintendent of Human Resource Services to respond to this request in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act, 1990, Sec. 32*.
8. At the request of the employee, a copy of any or all of the records to which the employee has been granted access shall be provided. Copying fees may be charged in accordance with regulations under *The Local Authority Freedom of Information and Protection of Privacy Act, 1990*.
9. The employee shall acknowledge the examination of the personnel file by signing a dated statement to that effect.
10. The school division collects and retains only personal information that is required for valid business, regulatory, or legal reasons.
11. Records with personal information are held in confidence and safeguarded. Access is limited to payroll representatives and supervisors on a need to know basis.

**CUMULATIVE FILE ACCESS REQUEST**  
(To be placed in employee's folder.)

<b>Employee Name</b>			
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Employees have the right to view and request copies of information contained within their file. The employee will review the file in the presence of the Human Resource Services Superintendent.

**After Examining File**

I have read the above-mentioned file(s).

\_\_\_\_\_  
**Signature of Authorized Viewer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Superintendent's Signature**

\_\_\_\_\_  
**Date**

**If the Employee Requests a Copy of Material in the File**

I have received a copy of the following material from the above-mentioned file(s).

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
**Signature of Authorized Viewer**

\_\_\_\_\_  
**Date**