

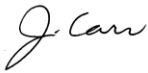


*The Edmonton Catholic Separate School District No. 7 shall maintain private and confidential human resource records for its employees. Only necessary personal information shall be collected, and such information will be used appropriately. Employees have the right of access to their human resource record and a right to seek correction of information that is contained in those records.*

**Definitions :**

The **human resource record** is information regarding an individual stored in any form including electronic documents. The information recorded in a human resource record may include

- name, home address, and home telephone number;
- original application information and documentation, including references;
- citizenship;
- religion (certificated staff);
- age, gender, marital status or family status;
- employee identification number;
- statement of fitness to work;
- educational history and verification of academic or professional training;
- certificates;
- criminal record check;
- child welfare check;
- evaluation documents;
- employment records including placements, positions, and leaves.

Reference: Board Governance Policy EL# 5 FOIP Section 1,6,33,34,36,38,39,40	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 205, 403	Date(s) Revised: June 12, 2002, March 12, 2004