



Edmonton Catholic Separate School District No. 7 is committed to ensuring the confidentiality of employee health information both written and verbal. All written health information pertaining to employees will be contained in individual files and kept in a secured manner within Employee Health Services under the custody of the occupational health nurse.

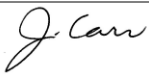
Definitions:

Access means the right and opportunity to examine, to be informed, to copy and to transmit information.

Confidentiality is the right of individuals to have all information about themselves released only to those to whom they have expressly given consent, except when failure to disclose would place the person or third parties in danger or disclosure is required by law.

Employee Health Record is the record that includes all personal information regarding an employee received by Employee Health Services in the course of its duties.

Informed Consent for Release of Health Information means permission to disclose confidential information based on an understanding of what is to be disclosed, a reason(s) for disclosure, to whom and for what period of time with the right to revoke such permission.

Reference: Board Governance Policy EL# 5 FOIP Section 1, 6, 33,34,36,38,39,40 Nursing Profession Act Occupational Health and Safety Act Workers' Compensation Act	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 204, 403	Date(s) Revised: June 12, 2002