




Administrative Regulation 204

1. The only information to be included in a human resource record is information necessary for the effective and efficient operation of the district. This information must be consistent with the definition of a human resource record and shall be collected and used in compliance with the *Freedom of Information and Protection of Privacy Act*.
2. Human resource records for former employees of the district will be retained as per district practice.
3. As security is of the utmost importance, paper human resource records are to be kept locked in the file room at all times when there is no supervision by authorized staff. Electronic files are to be secured. Paper and electronic records that are no longer needed shall be disposed of in a manner that maintains the confidentiality of the information in the records.
4. Employees of the district shall have access to human resource records only when the information contained in the records is necessary and relevant to the matter being dealt with by the employee. When the necessity or the relevance is under question, the assistant superintendent of Human Resource Services will make a determination.
5. Only appropriate information will be released to authorized third parties.
6. Documentation shall be kept tracking the accessing of each human resource record.
7. Individual employees shall have access to their records. Appointments to access the records should be made in advance. Files are to be examined in the presence of designated Human Resource Services personnel.
8. Documents may be copied only with the approval of the assistant superintendent of Human Resource Services.
9. Requests for a correction of information in human resource records should be made in writing to the assistant superintendent of Human Resource Services who will investigate and determine whether or not the correction is warranted. A record shall be kept of all requests and responses.
10. Any request for a change or a change made to the human resource record, i.e. correction or deletion, must be communicated to any third party who has accessed the record during the year prior to the request or change.
11. It is the responsibility of the employee to ensure Human Resource Services is provided with current and correct personal information.

Reference: Board Governance Policy EL# 5 FOIP Section 1,6,33,34,36,38,39,40	Approved: 
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