
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GBL
Policy Title: Personnel Records
Cross Reference:
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT THE EFFECTIVE OPERATION OF THE SCHOOL SYSTEM REQUIRES THE MAINTENANCE OF EMPLOYEE RECORDS.

THE BOARD ALSO BELIEVES THAT SUCH RECORDS SHOULD BE ACCURATE AND ACCESSIBLE ONLY TO SYSTEM OFFICIALS AND THE EMPLOYEE AND THAT CERTAIN TYPES OF DATA SHOULD ONLY BE GATHERED OR RELEASED WITH THE EMPLOYEE'S CONSENT.

GUIDELINES

1. Collection of Data.

- 1.1. The Superintendent is required to ensure that necessary information about staff is gathered, maintained, released and eliminated in accordance with the Employment Standards Code, the Freedom of Information and Protection of Privacy Act and District Policy.

REGULATIONS

1. Collection of Data.

- 1.1. A record file shall be maintained by a member of the division office staff designated by the Superintendent.
- 1.2. No information shall be collected from employees without either their prior consent or as required by the Board of Trustees.
 - 1.2.1. The Board of Trustees requires that the following data be collected:
 - 1.2.1.1. written evaluations as provided for in Board policy;
 - 1.2.1.2. contractual and employment arrangements;
 - 1.2.1.3. payroll data;
 - 1.2.1.4. personal identifying information;
 - 1.2.1.5. prior experience and training;
 - 1.2.1.6. health information;
 - 1.2.1.7. correspondence between the school division and employee;
 - 1.2.1.8. data legally required by other government agencies;
 - 1.2.1.9. correspondence between school administrators and staff members that could impact future employment; and
 - 1.2.1.10. criminal record information.

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- 1.2.2. Individual informed consent of each employee is required for the gathering of information, other than that required under 1.2.1 above.
2. Classification and Maintenance of Data.
 - 2.1. Personal data necessary for the operation of the school system such as identifying data, birth date, academic work completed, level of achievement, and employment data shall be maintained in perpetuity.
 - 2.2. Other information that is filed in the personnel record shall be reviewed periodically and upon termination of employment with the view to eliminating information that is no longer relevant or is no longer accurate.
 - 2.3. Supervisors may maintain notes and other memory aids for their personal use in assisting employees. All such notes and aids are considered to be the personal property of the supervisor.
3. Administration of Security.
 - 3.1. The member of the division office staff designated by the Superintendent is responsible for personnel record maintenance and access. He/she is also responsible for the periodic training of personnel in the proper application of these policies with emphasis upon privacy rights of employees.
 - 3.2. Records should be kept under lock and key when direct supervision of records by the member of the division office staff designated by the Superintendent is not possible.
 - 3.3. An employee may challenge the validity of any of the information contained in the individual's record and may file a request to the Superintendent to have the record changed.
4. Release of Information Regarding Employees.
 - 4.1. The member of the division office staff designated by the Superintendent may, without consent of the employee, release an employee's permanent record file to:
 - 4.1.1. other officials within the school division who have a legitimate reason for access. A record indicating the name of the employee, the name of the school system official having access and the date of access shall be maintained. This record shall be available to employees and to the Superintendent as a means of auditing the operation of the system.
 - 4.1.2. the Minister of Education and his officers or subordinates, so long as the intended use of the data is consistent with the Minister's statutory powers and responsibilities.
 - 4.2. School system personnel may not divulge, in any form, to any persons other than those listed in 4.1, any information contained in the employee records except:
 - 4.2.1. with written consent of the employee specifying the records to be released, and to whom and with a copy of the records to be released to the employee if desired.
 - 4.2.2. to administrative agencies where those agencies have the power of subpoena. Employees shall be notified of all such orders and of the school system's compliance.
 - 4.3. Each matter of request for consent must be handled separately. Blanket permission for the release

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of data within an extended period of time may not be solicited since this, by definition, does not provide an opportunity for informed consent.

- 4.4. School system personnel shall comply with employee requests for the release of information to other persons or agencies.
 - 4.5. Either an employee or the employee's legal representative may have access to data in the employee's record.
 - 4.6. The school system may provide anonymous data from its employee records for outside research purposes without consent under conditions where the likelihood of identifying any individual because of his/her unique characteristics is negligible.
5. General.
- 5.1. Where the principals maintain files on the personnel under their jurisdiction, the foregoing guidelines and procedures shall generally apply.
 - 5.2. The Superintendent shall have access to any personnel files maintained by the Principal of a school under his/her jurisdiction.