

Administrative Procedure 402

PERSONNEL RECORDS

Background

The Division maintains secure, confidential personnel records to meet its operational information needs and to comply with legal requirements.

Procedures

1. Each personnel file contains confidential employment and performance information relevant to the Division.
2. Personnel files may only be accessed on a confidential basis by Division staff members authorized by the Associate Superintendent, Human Resources and Administration, with the exceptions noted in 3 and 4 below.
3. Employees may review their personnel file upon request to Associate Superintendent, Human Resources and Administration. The Associate Superintendent, Human Resources and Administration or designate will monitor file review.
4. Information contained in a personnel file will not be made available to parties external to the Division, except as authorized by:
 - 4.1 The Associate Superintendent, Human Resources and Administration,
 - 4.2 A written request from the employee, or
 - 4.3 As required by law.
5. The retention and disposition of personnel files will be in accordance with Administrative Procedure 185 Appendix A – Records Retention Schedule.

Reference: Section 33, 52, 53, 68, 197, 204, 222, 225 Education Act
Administrative Procedure 185 Appendix A – Records Retention Schedule
Alberta Human Rights Act
Access to Information Bulletin 3.2.5
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act