

Access to Employee Records Policy



The purpose of this policy is to provide processes and procedures for the collection, maintenance, retention, and release of employee records, for the purpose of providing employees with access to some of the employee's records and for ensuring the confidentiality and security of sensitive employee records.

1. PURPOSE

The purpose of this policy is as follows:

- (a) provide processes and procedures for the collection, maintenance, retention, and release of employee records, for the purpose of providing employees with access to some of the employee's records; and
- (b) for ensuring the confidentiality and security of sensitive employee records.

2. POLICY STATEMENT

Subject to SPP HR 5.07.BC – Personal Information Protection, access to certain employee records upon written request will be provided by XYZ Co. for all employees, former employees, and legal representatives of employees or former employees.

Access to employee personal information, upon a written request as outlined in paragraph 7.02 herein shall be provided by _____. However, _____ may limit access to any documents contained in an employee's personal file in accordance with applicable privacy legislation.

Employee records will not be retained by _____ beyond the periods specified by law.

3. DEFINITIONS

"Confidential data" includes, but is not limited to, information obtained through reference checks, notes, observations or other data compiled by supervisors or other personnel concerning an employee's behavior, conduct or notes prepared by appropriate personnel pertaining to an issue involving the employee, criminal record checks, investigation records, employee evaluative

records and documents which would violate the privacy of another person if disclosed.