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| HR-04 | PERSONAL EMPLOYEE INFORMATION | | |
| APPROVED | 19 January 2022 | EFFECTIVE | 2021 |
| AMENDED | New | NEXT REVIEW | 2026 |

1. PURPOSE

To set out the manner by which an employee’s personal information is managed.

2. SCOPE

The Chief Librarian will implement procedures governing access to employee’s personal information. Employees are responsible for ensuring their information is up-to-date.

3. DEFINITIONS

Nil.

4. PROTECTION OF EMPLOYEE INFORMATION

- a. The Chief Librarian is responsible to ensure the privacy, security and confidentiality of all employees’ personal, confidential and business-related information. This includes records management, employee files (personal and medical), and computerized human resource information systems. Processes and systems will be put in place that limit access to only those individuals authorized to view this information.
- b. Information requested by representatives from outside sources who wish to confirm employee information for credit-related purposes or business references will only be released by the Chief Librarian.
- c. The Chief Librarian is responsible for the retention and destruction of employee records. Prescribed timeframes and proper procedures shall be followed.
- d. It is the sole responsibility of the employee to keep their personal information up-to-date and provide changes to the Chief Librarian.

5. CONFIDENTIALITY

- a. It is the responsibility of all employees who have access to personal/private information to exercise the strictest of confidentiality, respect the employee information, and use it only for authorized purposes. The Library takes this responsibility seriously and employees should not at any time be casual in handling or sharing this information.
- b. Any employee found to be in breach of the terms of this policy may be subject to disciplinary action up to and including dismissal.

RELATED POLICIES

VS-03 Protection of Privacy

NEXT POLICY IS HR-10