

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: PERSONNEL RECORDS

PROCEDURE CODE: 504 AP 005

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Policy Reference: 504 – Selection, Assignment and Evaluation of Professional Staff	

PROCEDURE

1. The Division may collect personal information that relates directly to and is necessary for the operation of the Division's programs and services.
2. Personal information on employees shall be kept in records that are maintained in a secure manner and treated as confidential at all times, consistent with the Freedom of Information and Protection of Privacy Act.
3. Personnel records are maintained primarily to provide an individual record of service.
4. Employees may review their personnel record held at the Division office upon request to the Deputy Superintendent: Human Resources or designate. An appointment will be arranged so that a representative of the Human Resources Department or designate will be available to assist the employee in the review of the file. Copies of items in the file may be provided upon request.

REFERENCES

Freedom of Information and Protection of Privacy Act

Approved: June 19, 2012

Revised: January 9, 2017