

POLICY:

The Executive Director or designate shall be responsible for, and oversee the day-to-day security of the personnel files and related records. Information may only be released to outside agencies, with the informed consent of the employee concerned, except as required by law. The Executive Director or designate must be present at the time of access to any file.

PROCEDURE:

Any permanent removal or addition of personnel documentation must be approved by the employee and the Executive Director or designate, or the Executive Committee, in the case of the Executive Director.

With the express consent of the individual, the following types of information may be released in writing for former employees:

- Period of employment
- Reasons for leaving: e.g. reassigned, end of contract, shortage of work, resignation
- Salary data and position(s) held
- Work performance references to perspective employers, if favourable