



Policy Type: Human Resources
Policy #: HR-200-05
Approved by Council on: November 27, 2017

Human Resources – Employee Information

Policy

The Town of Prescott adheres to the Municipal Freedom of Information and Protection of Privacy Act (hereinafter the Act) in the collection, use, disclosure, and disposal of personal employee information.

Objective

To ensure that procedural guidelines are in place with respect to the collection, use and disclosure of employee information and to protect and control the privacy and use of such.

Procedure

Personal employee information includes any recorded information about an identifiable employee, including information:

- Relating to the employee's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital or family status, political beliefs, or associations
- Relating to the employee's education or medical, psychiatric, psychological, criminal, or employment history
- Relating to financial transactions in which the employee has been involved
- Any identifying numbers assigned to the employee
- The employee's personal address, telephone number, fingerprints, or blood type of the employee
- The employee's personal opinions or views, except if they relate to another employee



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- The views or opinions of another individual about the employee, e.g. personal recommendations, evaluations, or character references

The Act limits the rights of institutions to collect and retain personal information about individuals. The Town shall comply with the Act as it relates to the collection and retention of personal information.

Access

An employee may access his/her personnel record by making an appointment with Human Resources. The employee will be supervised by assigned staff while he/she reviews his/her record. There will be a sign-off sheet within the file to document the dates of access.

An employee can access all personal information in his personnel record with the following exceptions:

- Information collected in a reference check if the disclosure reveals the identity of the information source, and the source expected that his/her identity would be held in confidence
- Information that would disclose personal information about another individual

Employees shall have access to other employees' personal information only on a need-to-know basis, and only as is necessary to the performance of their duties.

An employee can request a correction of his/her personal information if there is an error or omission or, alternatively, he/she may require that a statement of disagreement be attached.

Disclosure

The Town will only disclose personal employee information to external individuals and/or organizations under the following circumstances:

- If the employee has consented to its disclosure;



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- For the purpose for which it was obtained, or compiled, or for a consistent purpose;
 - o Canada Revenue Agency
 - o Workplace Safety and Insurance Board
 - o Financial Auditors
- As may be required by law;
- In compelling circumstances affecting the health and safety of an individual if, upon disclosure, notification is mailed to the last known address of the employee to whom the information relates;
- In compassionate circumstances, in order to facilitate contact with next-of-kin or a friend of an individual who is injured, ill, or deceased; or
- As may otherwise be permitted by the Act.

Reference Requests

If an organization contacts any employee of the Town for reference information regarding a current employee or former employee of the Town, the request must be forwarded to the Director of the employee or former employee. At the determination of the Director, the appropriate supervisory or management staff member will disclose information only if the employee has given permission in writing to do so.

Answers provided during references should be based on performance which has been documented and can be substantiated.

If a reference check is sought for an employee who has been terminated, or where employment ended on unsatisfactory conditions this request should be forwarded to Human Resources.

Confirmation of Employment/Salary

Consistent with the Freedom of Information and Protection of Privacy Act, the Town will not disclose salary or employment information to a third party.



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Where an employee requires confirmation of their employment with the Town, they are to request such from Human Resources. Requests for verification of salary and employment must be made by the employee in writing to Human Resources.

Human Resources will prepare written confirmation of salary and employment addressed to the employee for his/her release to the third party.

Verbal confirmations can be provided by Human Resources or a designate provided the employee has provided written authorization.

Safekeeping

Reasonable measures shall be implemented to prevent unauthorized access to personal employee information and to protect personal employee information from inadvertent destruction and/or damage.

Inquiries

Inquiries relating to this Policy should be referred to the CAO who will determine the nature of the request and respond appropriately.