



1.0 POLICY

- 1.1 The Board believes that effective operation of the school system requires the maintenance of employee records.
- 1.2 The Board also believes that such records should be accurate and accessible only to system officials and the employee. Furthermore certain types of data should only be gathered or released with the employee's consent.
- 1.3 In accordance with these beliefs, the Board has established guidelines and procedures governing the administration of employee records.

2.0 GUIDELINES

2.1 Collection of Data

- 2.1.1 The Superintendent shall ensure that necessary information regarding staff is gathered and maintained.
- 2.1.2 Where the Superintendent has not authorized the gathering of a specific type of information, then prior informed consent of the employee is required.
- 2.1.3 The Superintendent shall establish classes of data and procedures for obtaining consent.

2.2 Classification and Maintenance of Data

The Superintendent shall ensure that employee data is classified in terms of sensitivity and degree of reliability and period of retention.

References: *Admin Practice(s): HRM 53 – Personnel records*
SS 5 – Student Records Management
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25