



Policy

All personnel records will be managed according to PIPA and the following procedures.

Procedures

With respect to the collection of information for personnel records:

1. The Superintendent will ensure that the necessary information regarding school personnel is compiled and maintained.
2. No information will be collected about employees without either:
 - 2.1. that information being previously authorized as required by the CISPG Society or Ministry of Education. [see Regulation 414 (2)]
 - 2.2. their informed consent. [see Regulation 414 (3)]
3. Where the Superintendent has not authorized the gathering of a specific type of information, the prior informed consent of the employee will be required.
4. Principals may maintain personal and confidential files for their own use in assisting employees. These files are the personal property of the principal.
5. The following information will constitute authorized records for which information may be gathered without prior consent of the employee:
 - 5.1. contractual and employment arrangements.
 - 5.2. personal identifying information.
 - 5.3. education, training, and experience.
 - 5.4. religious affiliation.
 - 5.5. marital status.
 - 5.6. benefit plan data.
 - 5.7. written evaluations as provided for by CISPG policies.
 - 5.8. correspondence between the school and the employee.
 - 5.9. data legally required by other government agencies
 - 5.10. a file will be maintained by the school and CISPG for each teacher.

6. With respect to administration of personnel records:
 - 6.1. The Superintendent will be responsible for record maintenance, security, and access at the diocesan level.
 - 6.2. The principal will be responsible for record maintenance at the school level
 - 6.3. The Superintendent will be responsible for all the training of personnel for all aspects of record management.
7. With respect to security and confidentiality of information:
 - 7.1. Personnel records will be kept under lock and key when the direct supervision of the records by the person responsible is not possible.
8. With respect to access to personnel records:
 - 8.1. Upon request to the Superintendent, the employee or his/her duly authorized representative shall have the right to examine the contents of his/her personnel file, except for confidential letters of reference. Such examination shall be in the presence of the Superintendent or his designate. The employee shall not be allowed to remove his/her personnel file, or any part thereof, from the office of the Superintendent or the school of employment. Upon written request, the employee shall be able to obtain copies of the documents to which he/she has right of examination.
 - 8.2. Employees will have the right to challenge the validity of any data contained in their personnel files.
 - 8.3. Letters of reference received in relation to the appointment of an employee shall be confidential and shall not be shown to the candidate.
 - 8.4. An employee shall have the right to obtain the names of all the authors of confidential letters (or assessments) held in his/her personal file.
 - 8.5. The Superintendent or a Principal may provide access to an employee's permanent file to authorized diocesan/school personnel for the purpose of administration.
9. With the respect to the release of information:
 - 9.1. Authorized system/school personnel will not divulge, in any form to any person, any information contained in personnel records except:
 - 9.1.1. with the approval of the Superintendent of Schools or school principal.
 - 9.1.2. as required by law, in compliance with a judicial order
 - 9.1.3. in compliance with the orders of administrative agencies where those agencies have the power of subpoena.
 - 9.1.4. with the written consent of the employee specifying:
 - 9.1.4.1. the records to be released
 - 9.1.4.2. to whom the records are to be released
 - 9.1.4.3. whether the employee requires a copy of the records that have been released.

- 9.2. Where information has been released, the employee will be provided with a copy of the information upon request.
- 9.3. The system and/or school may provide anonymous data from its employee records for approved research purposes, without consent where there is no possibility of identifying any individual through the release.
- 9.4. Where the identification of individuals is legally required, with or without consent, employees will be informed of the specific information that has been provided.
- 9.5. The Superintendent of Schools and/or the principal will comply with an employee's written request for the release of information to other persons or agencies.

NOTE: The diocese and/or the school may in instances release information on individuals to governmental agencies (local, provincial, federal).

References:	Date: August 2023
	Revisions: