

TITLE: Release of Employee Information	SECTION: Human Resources
DATE: August 12, 2010	POLICY NO. KDSB-HR-II-14
APPROVED BY: Resolution #2010-96	REVISED:

1. POLICY STATEMENT

To establish a process for the release of employee personal information.

2. POLICY

The confidentiality of personnel records is highly sensitive and therefore highly respected by the Kenora District Services Board (KDSB). KDSB staff will not respond to requests for personal information, salary information, or the contents of performance appraisals, disciplinary notices, etc. without the written permission of the employee except as indicated below or as required by law.

File Access

Written queries, including those by lawyers, police officers or other agencies, to any employee regarding employee information will be directed to the Chief Administrative Officer (CAO) or designate.

Request for Information

Lawyers' request for information concerning employees must be made in writing, outlining the information required, and must be accompanied by the employees' signed consent to release such information. Consent may be through a Power of Attorney or Substitute Decision Maker that encompasses the ability to give consent.

Police requests for information concerning staff are to be made in writing, outlining the information required.

The CAO or designate responds to lawyers' and police requests by:

1. Reviewing the request;
2. Obtaining the employee record of personnel file;
3. Obtaining additional information from lawyer/police if required to clarify the request;
4. Approving the request.

The CAO or designate prepares the final release of information by:

1. Reviewing the document(s) submitted;
2. Consulting with KDSB lawyers (if required);
3. Preparing a covering letter;

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<p>4. If necessary, sending document (s) and covering letter to the KSDB lawyers for review;</p> <p>5. Sending the finalized covering letter and document(s) to the requesting lawyer/police officer.</p> <p>Bill for Information</p> <p>The KDSB bills the lawyer requesting information. The minimum fee is \$75.00 per request.</p> <p>Filing of Released Information</p> <p>Copies of the finalized covering letter, release of information consent and document(s) are placed in the employee's personnel file.</p> <p>OTHER REQUESTS FOR EMPLOYEE INFORMATION</p> <p>Credit Collection Inquiries</p> <p>All inquiries related to credit collection should be referred to the applicable Service Director. Employee data shall not be released without the written consent of the employee.</p> <p>Legal Wage Assignment and Garnishees</p> <p>Inquiries relating to wage assignments or garnishees shall be referred to the Finance Department. The Finance Department shall discuss with the employee, in confidence, the conditions of a wage assignment or garnishee, including the amount to be deducted.</p> <p>Implementation of Processes and Procedures</p> <p>The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.</p>	