

**KENORA DISTRICT SERVICES BOARD**  
**POLICY and PROCEDURE**

*Page 1 of 1*

<b>TITLE:</b> Employee Personnel/Medical Files	<b>SECTION:</b> Human Resources
<b>DATE:</b> August 12, 2010	<b>POLICY NO.</b> KDSB-HR-IV-05
<b>APPROVED BY:</b> Resolution #2010-96	<b>REVISED:</b>

**POLICY STATEMENT**

To meet statutory requirements and to comply with all legislation pertaining to *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, all employee information shall be regarded as confidential and shall be accessed only as Kenora District Services Board business requires. All personnel/medical files are the property of Kenora District Services Board.

**Implementation of Processes and Procedures**

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.

Approved: August 12, 2010