

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 402</b>
	<b>Personnel Records</b>
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: August 2016, June 2019, September 2019
LEGAL REFERENCE:	Section 52,53, 222 Education Act Alberta Human Rights Act Freedom of Information and Protection of Privacy Act Personal Information Protection Act Access to Information Bulletin 3.2.5

## Background

The Division maintains secure, confidential personnel records to meet its operational information needs and to comply with legal requirements.

## Procedures

1. Each personnel file contains confidential employment and performance information relevant to the Division.
2. Personnel files may only be accessed on a confidential basis by Division staff members authorized by the Superintendent or designate, with the exceptions noted in 3 and 4 below.
3. Employees may review their personnel file upon request to the Superintendent or designate. The Superintendent or designate will monitor the file review.
4. Information contained in a personnel file shall not be made available to parties external to the Division, except as authorized by:
  - 4.1 The Superintendent or designate,
  - 4.2 A written request from the employee, or
  - 4.3 As required by law.
5. The retention and disposition of personnel files shall be in accordance with [Administrative Procedure 185 Appendix – Schedule of Records Retention and Disposal](#).