

<b>Topic:</b>	<b>Confidentiality of Medical Records</b>
<b>Effective:</b>	<b>September 2016</b>
<b>Cross-Reference:</b>	<b>Administrative Procedure: Disability Management and Support Program; Attendance Support Program; PHIPPA</b>
<b>Revision Date:</b>	<b>September 2020</b>
<b>Review Date:</b>	<b>September 2022</b>
<b>Responsibility:</b>	<b>Executive Officer of Human Resources</b>

---

**INTENDED PURPOSE:**

The purpose of this Administrative Procedures is to ensure that strictest confidentiality is maintained with respect to medical information received.

**PROCEDURES:**

Employee's medical records received in the Employee Health and Wellness and Health and Safety Departments within the Human Resources Department are kept under strict security and subject to the highest level of confidentiality, in accordance with applicable legislation.

Employee's medical records, whether active or in storage, are maintained separately from their respective Personnel file.

Information referenced in this administrative procedure shall include information that is received orally, in writing and/or electronically.

An employee may request in writing, directly to Employee Health and Wellness, to be provided with copies of medical documentation.

No medical information pertaining to an employee is released to a third party without the employee's written consent, unless required by law or for the purpose of obtaining legal advice.

The confidential nature of all personal and medical information provided to the Board by the employee or their treating practitioner(s) will be respected by all involved parties.

The medical records of former employees are retained in accordance with board policy and all other applicable legislation.