



Policy

**Policy #:
POL626**

Title: Personnel Files; Protection of Information

Section: Human Resources

**Approved Date:
April 16, 2013**

Revised

Associated Documents: POL626 – Personnel Files; Protection of Information
Policy TSP634 – Freedom of Information and Protection of Privacy Procedure; TSP634A
– Records Management Guidelines

1. The Student Transportation of Eastern Ontario (STEO) recognizes the importance of keeping personnel files current with regard to pay, deductions, benefits, and other matters.
2. If employees have a change in any of the following information, they shall notify the General Manager/Chief Administrative Officer (GM/CAO) or designate as soon as possible:
 - Legal name
 - Home address
 - Home telephone number
 - Emergency contact
 - Number of dependents
 - Marital status
 - Change of beneficiary
3. Employees are advised that coverage or benefits that they and their family may receive under their benefits package could be negatively affected if the information in their personnel file is incorrect.
4. All personnel information is considered confidential and subject to release only to personnel directly involved in functions customarily requiring the information, except in accordance with legal requirements. STEO refers to personnel files to make decisions in connection with promotions, transfers, layoffs, and recalls. Therefore, it is to the employee's benefit to ensure her/his file includes information about completion of education or training courses, outside civic activities, areas of interest, and skills that may not be part of their current position.
5. All of STEO's practices and procedures are intended to comply with protection of information legislation. This includes access to personal information. Employee personnel files belong to STEO; however, employees may make an appointment to view their personnel file in accordance with the terms of the current Collective

Agreement/statement of employment conditions. Access to this information shall be subject to the exceptions as set in protection of information legislation.

6. Consistent with statutory obligations, and unless required for benefits, payroll or government reporting, employee personal information such as personal e-mail address, home address and telephone number, spousal/dependent information shall not be disclosed without employee permission. Information typically found on a business card is not considered personal. This would include name, title, company, business address, business e-mail address, business telephone or fax number.
7. STEO is committed to ensuring that personal information is protected from unauthorized access, unintended disclosure, or theft. This protection is provided by firewalls in the computer system, passwords to protect databases, locked filing cabinets, and restricted access to offices.