



## **CONFIDENTIALITY OF STAFF MEDICAL RECORDS**

- 1.0 Employee medical records received by the Superintendent of Human Resources or designate, are kept in strictest confidence.
- 2.0 Employee's medical records, whether active or in storage, are maintained separately from the respective Human Resources file.
- 3.0 The Superintendent of Human Resources or designate is solely responsible for all employee medical records and is the only person who shall have access to these records.
- 4.0 No original or copies of medical records/physician notes should be kept at school locations. All records received from an employee by the Principal and/or immediate Supervisor can either be placed in a sealed envelope and couriered or scanned and emailed to the Superintendent of Human Resources or designate. Any documents that are scanned electronically must be returned to the employee or shredded.
- 5.0 An employee may request information contained in their medical records by contacting the Superintendent of Human Resources or designate. Photocopies of specific information shall be given to the employee upon written request.
- 6.0 No information from an employee's medical records is given to a third party without the employee's written consent, other than the Board's Attendance Support Services Consultant, unless required by law. If required by law, the Superintendent of Human Resources or designate, shall notify the employee prior to releasing the information. It is understood that when an employee is filing a WSIB claim, medical documentation must be released to WSIB and prior notification is not necessary.
- 7.0 The confidential nature of all personal and medical information provided by the employee or their treating practitioner(s) to the school board will be respected by all involved parties.
- 8.0 The medical records of former employees are retained for ten (10) years. Workplace Safety and Insurance Board records are to be retained for ten (10) years and records of employees exposed to regulated substances are retained permanently.