

Administrative Procedures Manual	Administrative Procedure 402
	Personnel Records
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: August 2016, June 2019, September 2019, September 2024
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 Director of Human Resources or designate, with the exceptions noted in 3 and 4 below.
3. Employees may review their personnel file upon request to the Director of Human Resources or designate. The Director of Human Resources 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 Director of Human Resources 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](#).