



## **Subject: Collection and Use of Employee Information**

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### **1. POLICY OBJECTIVE**

- 1.1. To ensure that procedural guidelines are in place with respect to the collection, use and disclosure of employee information and to protect and control the privacy and use of such. This policy may be amended from time to time as may be required by legislation and / or SGA Policy.

### **2. SCOPE**

- 2.1. All employees acknowledge and agree that the SGA will collect, use and disclose personal information in accordance with this policy and any other Legislation and / or Act that governs the SGA.

### **3. PROCEDURE**

- The term “employee” means an active employee on record with the Laurentian University Students' General Association
- The term “W.S.I.” means Workplace Safety and Insurance
- The term “W.S.I.B.” means Workplace Safety and Insurance Board

### **4. POLICY & PROCEDURAL GUIDELINES**

#### **4.1. External Employment Applications**

- 4.1.1. Employment applications / resumes will not be accepted unless they are for the purposes of applying for a specific position that has been posted and / or advertised.
- 4.1.2. Notwithstanding 4.1.1, any application and / or resume submitted for a part-time position will be accepted and kept on file for no longer than a one year period. These applications are to be kept in a locked cabinet and are not to be shared, but rather considered only for the specific position for which the individual has noted as his / her interest of employment with the SGA. Applications / resumes on file after the one (1) year period are to be destroyed.
- 4.1.3. Individuals that walk in with an application will be told that the SGA only accepts applications for employment when a specific vacancy has been posted and / or advertised. They will be directed to the SGA website to inform them when job vacancies are available. Applications and / or resumes received by mail will be destroyed upon receipt.

4.1.4. A statement regarding the acceptance of applications and / or resumes will be posted on the SGA's website.

#### 4.2. Internal Employment Applications

4.2.1. Internal applications, resumes and / or letters of interest will be accepted in accordance with the SGA's Hiring Policy.

#### 4.3. Employee Personnel File

4.3.1. The following information is to be kept in an employee's personnel file which is located in the office of the Executive Director:

Home Address & Phone Number	Emergency Contact Information
Date of Birth	Payroll & Salary Information
Social Insurance Number	Marital / Family Status
Information related to Benefit Administration	Information related to Training & Development
Performance Management Evaluations	Disciplinary Correspondence / Notes
General Correspondence	

4.3.2. Information in an employee's personnel file is used to administer the employment relationship. This may include but is not limited to the following:

- determining an employee's eligibility for salary advancement and / or confirming changes to payroll and / or benefits;
- confirming and / or tracking training received in relation to an employee's specific job or career path, and / or Corporate training as determined by policies and / or procedures and / or legislation;
- verifying and / or confirming whether or not disciplinary actions was or is required; and,
- administering salary, pension and other employment benefits.

4.3.3. The SGA may disclose information from the personnel file to group benefit administrators as necessary for the administration of group benefits and to payroll service providers as necessary for the administration of payroll.

4.3.4. The SGA presumes that it has consent to make these limited disclosures. If an employee instructs the SGA not to disclose his / her information to a group

administrator or payroll service provider the administrator or the SGA may not be able to provide the employee with benefits.

4.3.5. The SGA may disclose information from the Personnel File to its agents and / or representatives (e.g. legal counsel) when required for the purposes of administering the employment relationship.

4.3.6. The Financial Director will also collect and keep information on employees with respect to the administration of payroll. This may include but is not limited to the administration of account payables, and any other function required for employment purposes.

4.3.7. The SGA may also disclose information in the Personnel File if an employee gives his / her specific consent for the disclosure or if required or authorized by law.

#### **4.4. Employee Medical File**

4.4.1. Employee medical information will be kept in the employee's medical file which is a sub-folder of their Personal File and identified as a "Confidential Medical File". Medical information collected may include but is not limited to the following:

- Verification of an employee's illness / injury;
- Information regarding the nature of illness;
- Information regarding the functional abilities and / or limitations of an employee to determine if they are capable of carrying out their normal duties or if modified duties / hours are required;
- Information about a treatment or other remedial program.

4.4.2. Medical information is not to be kept in the employee's department unless the employee has given permission and the information is necessary for providing emergency care (e.g. epilepsy, life threatening allergies). Employees in the department shall not disclose this information unless necessary for providing emergency care.

4.4.3. Medical information received is to be sent to the Executive Director in a confidential envelope for placement in the employee's medical file.

4.4.4. Notwithstanding paragraph 4.4.5, no one other than the Executive Director and the employee will have access to the medical information file unless necessary for providing emergency care.

4.4.5. Medical information may be used and / or disclosed as required for the purposes of administering the employment relationship. Some examples of when this may occur would include: determining eligibility with respect to health related benefits; making appropriate decisions regarding return to work; or managing attendance.

4.4.6. Medical information is not collected for the purpose of imposing discipline. This does not restrict the SGA however, from imposing discipline on employees who provide false or misleading medical information, or for attendance related issues.

4.4.7. Medical information is to be kept in the strictest of confidence. However, the Executive Director cannot guarantee confidence is kept when a doctor's note and / or medical information is given and / or shown to someone other than the Executive Director.

#### **4.5. Employee W.S.I.B. File**

4.5.1. Documentation regarding a workplace incident that resulted in the completion of an accident and / or incident form as required under W.S.I.B. and / or the Occupational Health & Safety Act will be kept in a sub-file in the employee's personnel file.

4.5.2. Medical information in the W.S.I.B. file will be collected and used in accordance with paragraphs 4.4.4, 4.4.5, and 4.4.6 above.

4.5.3. Information kept in this file will be used to manage W.S.I.B. claims and workplace health and safety. This may include but is not limited to:

- determining eligibility for W.S.I.B. benefits;
- making appropriate decisions regarding return to regular or modified duties;
- managing attendance; and
- otherwise managing the employment relationship in accordance with the Workplace Safety and Insurance Act and Occupational Health and Safety Act and any amendments made thereto.

4.5.4. The SGA will not disclose information about W.S.I.B. claims that it has received from the W.S.I.B., a health care practitioner or another person to anyone other than its employees and agents (e.g. legal counsel, employer representatives) except as specifically authorized by the W.S.I. Act.

#### **4.6. Employee Access**

4.6.1. An employee may request to review his / her Personnel, Medical, and / or W.S.I.B. file at any time. Employees are to arrange this through the Executive Director and no less than one (1) days' notice will be required. The Executive Director will be present with the employee while he / she review the file(s).

4.6.2. An employee may not remove any information from his / her file. The employee may request however, copies of information contained in the file. The employee will be required to pay a copy fee when the number of copied pages exceed ten (10).





# The Laurentian University Students' General Association

## Employment Reference Waiver Form

This form must be signed and dated by the individual for whom the employment reference is being requested. A waiver form that is outdated by two (2) months from the current date will not be accepted.

I, \_\_\_\_\_, authorize the verbal release of information regarding my employment with the Laurentian University Students' General Association, to \_\_\_\_\_, who is/are conducting a reference for employment purposes. I fully acknowledge that such information released regarding my employment, including performance and/or attendance is in the opinion of the individual giving such reference. I further acknowledge that the Laurentian University Students' General Association and/or its employees are in no way liable and/or responsible should I not get the position for which the reference is being conducted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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This section to be completed by the individual giving the reference

\_\_\_\_\_  
Reference given by (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Reference given to (Print Name)

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Phone Number

Once the employment reference has been conducted this Waiver Form is to be sent to the Executive Director.