



# PROCEDURE

# HR-008

## CONFIDENTIALITY OF MEDICAL RECORDS

<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2020/02/24
<b>Last Updated:</b> 2020/02/24	<b>Next Review Date:</b> 2023/12/11

### Purpose:

To ensure confidentiality is maintained with respect to medical information received regarding Grand Erie District School Board (Grand Erie) Employees.

### Guiding Principles:

Responsibility of employee medical records is held by the Health and Disability Officer, or designate, who will ensure that there is no unlawful disclosure of an employee's medical information.

### 1.0 Responsibilities of the Health and Disability Officer, or Designate

- 1.1 Employee(s) medical records received by the Health and Disability Officer, or designate, are kept in confidence by the Health and Disability Officer or designate.
- 1.2 Employee(s) medical records, whether active or in storage, are maintained separately from the Human Resources file.
- 1.3 The Health and Disability Officer, or designate, is solely responsible for, and has access to, all employee(s) medical records
- 1.4 An employee(s) may request information contained in their medical records by contacting the Health and Disability Officer or designate. Photocopies or specific information shall be given to the employee(s) upon written request.
- 1.5 No information from an employee's medical records is given to a third party without the employee's written consent, unless required by law. If required by law, the Health and Disability Officer, or designate, shall notify the employee(s).
- 1.6 All aspects of the Health and Disability Management Program will be held in confidence by all involved parties.
- 1.7 The medical records of former employee(s) are normally retained for seven years. Records of employee(s) exposed to regulated substances are retained for the longer of:
  - 40 years from the date the record(s) of the employee(s) was/were created
  - 20 years from the most recent entry into the record(s) of the employee(s)