

**Management of Personal Information Policy & Procedure**

**Policy no 24-2022**

Effective Date: Sept 21/22

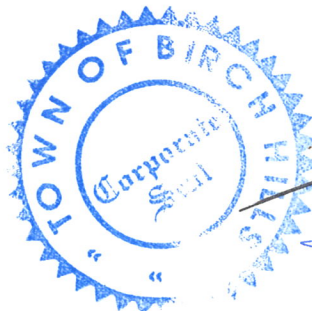
Date of the last revision:                     

**Policy**

The task of collecting, filing and retaining the personal information of each employee is assigned to the Chief Administrative Officer (CAO). Information in each employee file shall be kept up to date.

**Procedure(s)**

- The CAO meets with each new employee to collect the information specified on the "Collection of Personal Information" form.
- Each employee is responsible for keeping the CAO up to date on any change to the information on the "Collection of Personal Information" form.
- Since Council and the CAO consults the personnel file when decisions need to be made regarding promotions, transfers, lay-offs and call-backs, it is in the employee's best interest to ensure that his or her personnel file includes all information regarding:
  - Additional training
  - New areas of expertise
- The following documents shall be kept in each employee's file:
  - Resume or application form
  - Hiring Agreement (Job Offer)
  - Confidentiality Agreement signed
  - Acknowledgement of receipt of Human Resource Manual signed
  - Acknowledgement of a change in policy to Human Resource Manual signed
  - Follow-up of absences
  - Annual performance review forms
  - "Collection of Personal Information" form
  - Job Description
  - Copy of first-aid card, if applicable
  - Valid driver's license
  - All training certificates
  - Orientation check-list (if new employee)
  - Authorization of payroll deductions
- Each employee may consult the information in his or her personnel file, update it and obtain a copy of any document signed by him or her. The CAO is responsible for managing this information, as well as any requests from employees.



*[Handwritten signature]*