



PROCEDURE

HR-008

CONFIDENTIALITY OF MEDICAL RECORDS

Superintendent Responsible: Superintendent of Human Resources	Initial Effective Date: 2020/02/24
Last Updated: 2024/02/27	Next Review Date: 2028/02/28

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

- 1.0 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.
- 2.0 Employee(s) medical records, whether active or in storage, are maintained separately from the Human Resources file.
- 3.0 The Health and Disability Officer, or Designate, is solely responsible for, and has access to, all employee(s) medical records.
- 4.0 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.
- 5.0 No information from an employee's medical records will be 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).
- 6.0 All aspects of the Health and Disability Management Program will be held in confidence by all parties involved.
- 7.0 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:
 - 7.1 40 years from the date the record(s) of the employee(s) was/were created
 - 7.2 20 years from the most recent entry into the record(s) of the employee(s)

References(s):

- [Personal Health Information Protection Act, 2004](#)
- [Municipal Freedom of Information and Protection of Privacy Act, 1990](#)
- [Workplace Safety & Insurance Act](#)
- [Ontario Human Rights Code](#)