

## Operational Policy

<b>Policy Title:</b>	<b>Applies to:</b>	<b>Reference #</b>
<b>Access to Personnel Records</b>	All Active and Former Employees	108-HR-17
<b>Approved by:</b>	<b>Dates:</b>	<b>Total # of Pages</b>
Executive Director, Human Resources	<b>Effective:</b>	01-Jan-2017
	<b>Last Review:</b>	01-Jun-2003
	<b>Next Review:</b>	01-Jan-2020
<b>Authority:</b>		
The Local Authority Freedom of Information & Protection of Privacy Act and City of Regina Privacy Policy		
<b>Owner:</b>		
Human Resources		

### 1.0 Purpose

To allow active or former employees or third parties access to an employee's Human Resource personnel file.

### 2.0 Scope

This policy applies to all active and former employees of the City of Regina. The application of this policy may be affected by any related provision in an applicable collective bargaining agreement. Should that be the case the collective agreement provision will take precedent.

### 3.0 Definitions

#### Third Party

Any other person other than the active or former employee.

### 4.0 Policy

The City of Regina recognizes that employees and former employees have the right to expect that records containing their personal information are kept private from all unauthorized individuals.

Employees and former employees have the right to access their personal file in Human Resources for any reason.

The employee must provide a written request for themselves or a third party to access their personal information.

The viewing of all personal files must take place in the presence of an authorized Human Resources employee.

**5.0 Related Forms**

Employee Consent for Disclosure of Personal Information  
Employee Request to Access their Personal Information

**6.0 Reference Material**

The Local Authority Freedom of Information & Protection Privacy Act  
City of Regina Privacy Policy  
Collective Bargaining Agreements

**7.0 Revision History**

This policy will be reviewed every three (3) years

<b>Date</b>	<b>Description of Change</b>	<b>(Re)-Approval Required (y/n)</b>
June 1, 2017	Initial Release.	Y