



# 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> 2024/02/27	<b>Next Review Date:</b> 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](#)