

Intent

The Alberta Library (TAL) recognizes the importance of information and records management with respect to employee personnel information in all formats. Employee records document operational, legal, fiscal, and historical information about the employment relationship. TAL protects the privacy of employee records and facilitates access to them when required.

Policy

1. Employee Records are confidential and are held and maintained in a manner that respects the privacy of employee information and meets the requirements of the Freedom of Information and Protection of Privacy Act (FOIP).
2. TAL maintains an Employee File with relevant information about each employee and their employment relationship with TAL.
3. Employee files are located at TAL's offices and are property of TAL.
4. This policy applies to all current and former employees as required by the applicable legislations.
5. Access to employee records will be limited to the CEO and authorized personnel when required for the performance of their duties; this includes legal advisors and external auditors.
6. Employees are entitled to access to their employee record. No employee may alter or remove any document from their Employee File. An HR representative must be present when an employee is viewing their Employee File.
7. External requests to access/share employee information will only be released in compliance with FOIP or a legally binding request.

RELATED DOCUMENTS

- *Employee Records Procedures*

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