



Conservation and Confidentiality of Employees' Files

Type : Policy
No :
Adopted by :
Issuer :
Recipients : Middle Managers
Senior Managers
Human Resources Management
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Foreword

To conform to the access to information Act.

To identify the person(s) responsible and the measures concerning the control of the access and changes to employees' files. Employee includes those employed by the research centre.

Statement

1. The direction of Human Resources has the responsibility to authorize and control the access to employee files for all requests originating from an individual, an institution or any other authority.
2. An employee, unionized or non-unionized, has the right to have access to his/her file on appointment, in conformity with the provisions of the different collective agreements.
3. A manager has access to his/her file as well as to those of the employees working under his/her responsibility.
4. The employees of the Human Resources Department only have the right to access files uniquely and specifically for the information necessary to assume their responsibilities. They are bound to the professional secret.
5. The governmental agencies having the right to have access to information contained in an employee's file, but uniquely and specifically, to the information necessary to assume their responsibilities are the following:
 - Revenue Canada Taxation and Revenu Québec
 - Human Resources Development Canada
 - Employment and Immigration Canada
 - The Tribunal
6. All changes made to an employee's file must be approved and made by the Human Resources Department.

Procedure for handling requests

1. Request for information originating from a governmental agency (as defined in 1.5): On reception of a written request, clearly indicating the name of the person(s) concerned, or, where applicable, on the reception of a judge's order, the required information will be transmitted, in writing, by the Human

Resources Department.

2. Request for information originating from other sources or by telephone : The Human Resources Department will require a written request accompanied by an authorization of the employee concerned, either by his/her signing the appropriate form or by a letter signed by the employee.

3. Request for references : On reception of a written request for reference, accompanied by the authorization of the employee, the Human Resources Department will contact the Department Head or the immediate superior of the employee, in order that he/she comes to the Human Resources Department, consult the employee's file and complete the request for reference.

Related Links

[An Act respecting Access to documents held by public bodies and the Protection of personal information](#)