



## 1. Purpose

Confidential medical records are held in the strictest confidence by the Catholic District School Board of Eastern Ontario. Responsibility of employee medical records is held by the Human Resources Officer, or designate, who will ensure that there is no unlawful disclosure of an employee's medical information.

## 2. Procedure

To ensure the secure management of these records, the Human Resources Department will adopt the following practices:

- i. Employee's medical records and WSIB records, whether active or in storage, are maintained separately from the respective Human Resources file.
- ii. The Human Resources Officer, or designate, is solely responsible for all employee medical records and WSIB claim records and is the only person who shall have access to these records. The WSIB claim records may consist of non-medical and medical records and these shall be handled in a manner consistent with the provisions of the Workplace Safety and Insurance Act.
- iii. An employee may request information contained in their medical records by contacting the Human Resources Officer or designate. Photocopies of specific information shall be given to the employee upon written request.
- iv. No information from an employee's medical records is given to a third party without the employee's written consent, unless required by law. If required by law, the Human Resources Officer or designate, shall notify the employee.
- v. The confidential nature of all personal and medical information provided by the employee or their treating practitioner(s) to the school board will be respected by all involved parties.
- vi. The medical records of former employees are retained for five years. Workplace Safety and Insurance Board records are to be retained for five years and records of employees exposed to regulated substances are retained permanently.