



**DISTRICT SCHOOL BOARD  
ONTARIO NORTH EAST**

## **Policy No. 1.2.25**

**Section: System Policies and Procedures**

**Related References:**

**The Privacy Act**

**Ontario Human Rights Code**

**Personal Health Information Protection Act**

**Workers Safety and Insurance Act**

**Municipal Freedom of Information and Protection of Privacy Act**

**Approved: October 6, 2009**

**Revised: September 22, 2015**

**Review Date:**

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### **TITLE: CONFIDENTIALITY OF STAFF MEDICAL RECORDS**

#### **1.0 Rationale:**

To outline the Board's responsibility and commitment to preserving confidentiality of medical records.

#### **2.0 Policy:**

1. District School Board Ontario North East shall regard all medical information about any employee or applicant for employment as confidential medical information.
2. Confidential medical information shall be obtained, filed, used and disseminated only by authorized professionals in accordance with the principles of medical ethics and applicable legislation.

## PROCEDURES:

1. Employee medical records received by the Senior Manager of Human Resources or designate, are kept in strictest confidence.
2. Employee's medical records, whether active or in storage, are maintained separately from the respective Human Resources file.
3. The Senior Manager of Human Resources or designate is solely responsible for all employee medical records and is the only person who shall have access to these records.
4. No original or copies of medical records/physician notes should be kept at school locations. All records received from an employee by the Principal and/or immediate Supervisor must be placed in a sealed envelope and couriered to the Senior Manager of Human Resources or designate.
5. An employee may request information contained in their medical records by contacting the Senior Manager of Human Resources or designate. Photocopies of specific information shall be given to the employee upon written request.
6. 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 Senior Manager of Human Resources or designate, shall notify the employee prior to releasing the information. It is understood that when an employee is filing a WSIB claim, medical documentation must be released to WSIB and prior notification is not necessary.
7. 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.
8. The medical records of former employees are retained for ten (10) years. Workplace Safety and Insurance Board records are to be retained for ten (10) years and records of employees exposed to regulated substances are retained permanently.