

ACCESS TO EMPLOYEE FILES/INFORMATION POLICY

Purpose:

To ensure confidentiality of employee information by regulating access to their personal files.

Principles:

Employees may read any material on their personal files that concern their performance evaluation, remuneration, promotion, discipline and termination by requesting approval from the Human Resources Manager / Officer. However, the Departmental Director shall be informed of such particular request made.

This Policy does not include giving the individual access to confidential information such as reference information, any confidential background checks or documents relating to investigation of criminal offences.

An immediate Departmental Director will be granted access to the employee files of their subordinates. A file issue control log needs to be completed indicating the date, the time of removal and the return date of the file. The file shall be viewed within the Human Resources Section only and may not be removed.

The Municipality is committed to ensuring that all information with regard to its employees are held securely and accessed only via the authorization of the Director: Corporate Services or his/her nominee.

External Bodies are not permitted access to information contained in employees' personal files unless prior consent has been granted by the affected employee or an order of the Court is produced.

Council Res No. 167.6.07 dd 13 June 2007