

POLICY 6.5 – Personnel File Access

Policy Category: Personnel

Subject: Personnel File Access

Approving Authority: Board of Governors

Responsible Officer: Vice-President, Operations and Finance

Responsible Office: Human Resources

Related Procedures: [MAPP 3.7 Personnel File Access](#)

[MAPP 1.23 UWO Guidelines on Access to Information and Protection of Privacy](#)

Related University Policies & Documents:

Effective Date: July 1, 2013

Supersedes: May 1, 1989, December 1, 1998, June 20, 2013

I. PURPOSE

This policy outlines the PMA Eligible staff member's right to access, correct or add information in personnel files maintained in Human Resources at Western. It is in accordance with Western's Guidelines on Access to Information and Protection of Privacy and all applicable federal and provincial legislation including, but not limited to the *Freedom of Information and Protection of Privacy Act*.

II. DEFINITIONS

Personnel File – Records maintained in a Personnel File maintained by Human Resources or on the Human Resources Information System, pertaining to the employment of a staff member.

II. POLICY

1. Personnel File Access

- a) Information contained in the personnel file is confidential and contents will not be disclosed without the staff member's written consent, except as needed for Western to carry out its operations, as permitted under Western's Guidelines on Access to Information and Protection of Privacy, to confirm employment, or as may be required by law. All requests should be forwarded to Human Resources.

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- b) Upon reasonable notice, in writing, a PMA Eligible staff member may request to examine the contents of his/her personnel file by making appropriate arrangements with Human Resources. Human Resources will arrange a mutually convenient time and location for the PMA Eligible staff member to examine the file, in the presence of a Human Resources representative.
- c) A copy of the information contained in the personnel file will be provided at the staff member's request.
- d) In the event a staff member believes the information in the personnel file is inaccurate, he/she may add a statement to the file documenting that opinion.