

POLICY 8.22 – Access to Personnel File

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Subject: Access to Personnel File

Approving Authority: Board of Governors

Responsible Officer: Associate Vice-President (Human Resources)

Responsible Office: Human Resources

Related Procedures:

Related University Policies: [MAPP 1.23 – Guidelines on Access to Information and Protection of Privacy](#)

Effective Date: May 4, 2017

Supersedes: June 26, 2002; September 10, 1999
[Previously MAPP 8.32 – Access to Personnel File]

I. PURPOSE

This policy describes the right of Select Administrative Group Employees (SAGE) members to access, correct or add information in personnel files maintained in Human Resources at Western. It will be interpreted and applied in accordance with Western's Guidelines on Access to Information and Protection of Privacy and all applicable legislation including, but not limited to, the *Freedom of Information and Protection of Privacy Act*.

II. DEFINITIONS

"Personnel File" means those records maintained in a Personnel File maintained by Human Resources or on the Human Resources Information System, pertaining to the employment of a SAGE member.

III. POLICY

- 1.00 Information contained in the personnel file is confidential and its contents will not be disclosed without the SAGE 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.
- 2.00 Upon reasonable notice, in writing, a SAGE member may examine his/her personnel file by making appropriate arrangements with Human Resources. The file cannot be removed from Human Resources and must be examined in the presence of a member of the Human Resources Division.

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- 3.00 Upon the request of the SAGE member, a copy of the information contained in the personnel file will be provided at the member's expense.
- 4.00 In the event a SAGE member believes that information in the personnel file is inaccurate, he/she may request that the information be corrected or add a statement to the file to document that opinion.
- 5.00 Western may confirm employment, but shall not forward other information from a SAGE member's file to any outside party without the member's permission.