



Background

Prairie Land Public School Division recognizes that it is appropriate to collect personal information that relates directly to and is necessary for the operation of its programs and services.

Personal information related directly to the operation of programs and services offered by Prairie Land Public School Division is collected, used, maintained and disclosed in compliance with the *Protection of Privacy Act (POPA)* and the *Access to Information Act (ATIA)*. This information will be collected and kept in an electronic Human Resources File for each employee that are securely maintained.

An employee's Human Resources File will contain:

- Pre-employment materials, including correspondence associated with the application, curriculum vitae, transcripts, Letters of Reference, Certificates such as a Teaching Certificate issued to all teaching staff from Alberta Education, a satisfactory Criminal Record Check with Vulnerable Sector and a satisfactory Child Intervention Check.
- Employment contracts.
- Evaluation and appraisal report(s).
- Correspondence between the employee and administrators, including initial appointments, leaves of absence etc.
- Information respecting professional development and achievement.

An employee's Human Resources File may contain:

- Pre-employment materials including placement documents.
- Copies of letters relating to Division actions respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, etc.
- Correspondence between the employee and Division office.
- Materials respecting professional development and performance.
- Materials used for payroll purposes.

Procedures

1. A Human Resources File must be kept on all employees and maintained as per the *Protection of Privacy Act (POPA)* and *Access to Information Act (ATIA)*.
2. A Human Resources File shall not contain any anonymous items.
3. Employees have the right to access their own Human Resources (HR) files. While access to HR files may be restricted to certain personnel for confidentiality and privacy reasons, employees have the right to review their own file upon request,

unless there are legal restrictions in place. However, access to specific information within the file may be limited, such as confidential references or evaluations provided by third parties.

4. The designated HR manager or their designates, in addition to the Superintendent, shall have access to employee files. Other staff members may request access to an employee's Human Resources File in writing, but approval from the Superintendent is required for them to gain access to any employee's Human Resources Files.
5. Upon written request to the Superintendent or designate, the employee or their duly authorized representative shall have the right to examine the contents of their Human Resources File on the eDocs System. The employee may access all materials except those deemed confidential.
6. Such examination shall be in the presence of the Superintendent or designate.
7. The employee shall not be allowed to remove the Human Resources File, or any original part thereof, from Division Central Office.
8. Employees have the right to request, in writing, the removal of a document that has been on file for a period of 30 months. The Superintendent will review the request and communicate the decision to the employee in writing based on the evaluation. Additionally, a letter of concern may be removed upon request after one calendar year from the date of issue, and a Letter of Reprimand may be removed upon request after two years from the date of issue.
9. In Alberta, the Employment Standards Code stipulates that employers must keep employee records for a minimum of three years after the employment relationship ends. This includes records related to wages, hours of work, overtime, vacation, and general holidays. However, upon recommendation of legal advice, we retain employee records for a minimum of six years after the employee's termination date.
10. An employee shall have the right to include written comments on the accuracy of the meaning of any of the contents of the Human Resources File.
11. An employee may add relevant documents to their Human Resources File.
12. Requests for access to a Human Resources File, or to information contained in a Human Resources File, shall be dealt with in accordance with this Human Resources Procedure and the *Protection of Privacy Act (POPA)* and *Access to Information Act (ATIA)* to the extent that it may apply.

Reference: Sections 198, 199, 205, 206, 207, 209, 210, 211, 212, 213, 214, 214.1, 215, 216, 217, 219, 221, 225, 227 and 229 Education Act
Protection of Privacy Act (POPA)

Access to Information Act (ATIA)

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