

<i>Rainy River District School Board</i>	SECTION 3 <i>Personnel</i>
CONFIDENTIALITY OF MEDICAL RECORDS PROCEDURE	3.57

PURPOSE

The Board is committed to maintaining confidentiality of employee medical records as set out in this procedure.

RATIONALE

The Board has an obligation to maintain the confidentiality of medical records provided by its employees.

GUIDELINES

- 1.1 Employee medical records received by the Manager of Human Resources, or designate, are kept in strictest confidence by the Manager of Human Resources, or designate.
- 1.2 Employee's medical records and WSIB records, whether active or in storage, are maintained separately from the respective Human Resources file.
- 1.3 The Manager of Human Resources, or designate, is solely responsible for all employee medical records and WSIB claim records and is the only person who shall have access to these records. The WSIB claim records may consist of non-medical and medical records and these shall be handled in a manner consistent with the provisions of the *Workplace Safety and Insurance Act*.
- 1.4 An employee may request information contained in their medical records by contacting the Manager of Human Resources, or designate. Photocopies of specific information shall be given to the employee upon written request.
- 1.5 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 Manager of Human Resources or designate, shall notify the employee.
- 1.6 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.
- 1.7 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.

<u>CROSS REFERENCE</u>	<u>Date Reviewed</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policy 3.56 Accessible and Healthy Workplace Program Procedure 3.58 Disability Management Procedure 2.81 Records Information Management	January, 2015	<i>Ontario Human Rights Code</i> <i>Workplace Safety and Insurance (WSIB) Act</i> <i>Municipal Freedom of Information and Protection of Privacy Act</i>