



PROCEDURE

HR114

Confidentiality of Medical Records

Board Received: October 26, 2015

Review Date: November 2019

Accountability:

1. Frequency of Reports – As needed
2. Criteria for Success – To ensure the confidential storage of employee medical records

Procedures:

Responsibilities

Responsibilities of the Health and Disability Officer, or Designate:

- i) Employee medical records received by the Health and Disability Officer, or designate, are kept in confidence by the Health and Disability Officer, or designate.
- ii) Employee medical records, whether active or in storage, are maintained separately from the Human Resources file.
- iii) The Health and Disability Officer, or designate, is solely responsible for, and has access to, all employee medical records.
- iv) An employee may request information contained in their medical records by contacting the Health and Disability Officer, or designate. Photocopies or specific information shall be given to the employee upon written request.
- v) 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 Health and Disability Officer, or designate, shall notify the employee.
- vi) All aspects of the Health and Disability Management Program will be held in confidence by all involved parties.
- vii) The medical records of former employees are normally retained for seven years. Records of employees exposed to regulated substances are retained for the longer of: (a) 40 years from the date the record(s) of the employee was/were created; or (b) 20 years from the most recent entry into the record(s) of the employee.