



HUMAN RESOURCE POLICY

**13.0 PERSONNEL RECORDS**  
**13.01 OFFICIAL PERSONNEL RECORDS**

**Purpose**

To maintain current employee data for business-related purposes or where required or authorized by law. To outline the conditions under which employee files may be viewed.

**Application**

This policy applies to all employees of the Saskatchewan Information and Privacy Commissioner (IPC).

**Policy**

The office of the IPC will maintain a personnel file for each employee in which employee data will be maintained. These records will be kept secure and confidential with the Director of Operations.

For the purposes of this policy, employee data includes information in any form that is reasonably required by the IPC for the purpose of establishing, managing, or terminating an employment relationship or other information where required by law. Specifics about the type of Personal Information (PI) or Personal Health Information (PHI) that may be gathered and how that information will be handled can be found in the IPC Human Resource Policy 2.05 Privacy Guidelines.

Employees may view their personnel file by requesting an appointment with the Director of Operations and may request a printout of a portion or the entire file.

If an employee feels that there is an inaccuracy, the employee may request correction or may provide a memorandum pointing out the error and request the memorandum be placed on the personnel file.

## **Authority**

*The Freedom of Information and Protection of Privacy Act*, section 43.1

## **Influencing Sources**

Legislative Assembly Service Human Resource Policy 13.1

Saskatchewan Public Service Human Resource Manual: Section 1201

IPC Policy 2.05 Human Resource