

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Section</i>	HUMAN RESOURCES	725
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<i>Management Guideline</i>	CONFIDENTIALITY OF MEDICAL RECORDS
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*Applicable Policy*

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<i>Board Approved: November 16, 2021</i>	<i>Reviewed: September 14, 2021</i>	<i>Review By: December 2026</i>
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### ***PURPOSE***

To provide direction and information regarding the management of the Superior Greenstone District School Board employee confidential medical records.

### **OPERATING PROCEDURES**

#### **1. Responsibilities**

Responsibilities of the Disability and Wellness Administrator or designate:

- i. Employee medical records received by the Disability and Wellness Administrator, or designate, are kept in strictest confidence by the Disability and Wellness Administrator or designate.
- ii. Employee's medical records and WSIB records, whether active or in storage, are maintained separately from the respective Human Resources file.
- iii. The Disability and Wellness Administrator 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.
- iv. An employee may request information contained in their medical records by contacting the, Disability and Wellness Administrator or designate. Photocopies of specific information shall be given to the employee upon written request as per section 54 (2) of the Personal Health Information Protection Act.
- v. Medical information submitted by an employee will be used for employment-related purposes by the employer to determine eligibility for benefits, provide workplace accommodations, or arrange return to work plans, or, to the extent necessary, to support the Attendance Support Program.
- vi. Medical information may be collected when:
  - a. An employee is absent from work due to an illness or injury and is seeking access to sick leave or injury on duty leave;

- b. An employee is requesting medical accommodations;
  - c. Legislated requirements; (i.e. vaccinations)
  - d. An employee submits a WSIB claim; or
  - e. Collective agreement requirements.
- vii. 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 Disability and Wellness Administrator, or designate, shall notify the employee.
- viii. 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.
- ix. 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

#### **REFERENCES AND RELATED DOCUMENTS**

Education Act  
School Board Cooperative (SBCI)  
Personal Health Information Protection Act, 2004, SO, c. 3  
Municipal Freedom of Information and Protection of Privacy Act, 1990  
Workplace Safety & Insurance Act  
Human Rights Code