

# ACCESS TO PERSONAL FILES

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**This policy deals with appropriate access by employees to their personal files.**

## **Objective**

- To ensure compliance with the relevant privacy legislation by ensuring appropriate access by employees to their personal files.

## **Policy**

- A confidential personal file in the name of each employee is kept in a secure manner by the Company.
- Each employee's personal file contains essential information such as:
  - Full name, address, phone number, emergency contact person, etc
  - Employment Application form,
  - Letter of offer/acceptance; signed employment agreement,
  - Career record (positions held, details of transfers, promotions etc)
  - Performance assessments (where relevant),
  - Training records,
  - Letters of commendation, (recognition of credit-worthy performance)
  - Details of any disciplinary action (warnings etc).
- It is Company policy to allow employees full access to their personal file information in accordance with prevailing privacy legislation.

## **Obtaining Access**

Access to personal files can be achieved by the employee contacting the relevant manager during normal business hours and arranging to inspect their personal file.

Employees can inspect their personal file in the presence of the appropriate manager or administrator, but the file itself cannot be removed.

An employee is entitled to request that they be provided with copies of various documents contained on the file. A note should be made in the file of any documents provided to the employee in case there is a subsequent dispute regarding unauthorised release of documents from the employee's file.

An employee is entitled under employment law to delegate this right of inspection to a duly authorised employee representative or union. Management is entitled to seek verification of an employee representative's authority to inspect the file before granting access to an employee's personal file.