



**Policy 6.08**

**Category: Personnel and Employee Relations**

**Personnel Records**

**BACKGROUND**

The CAPE Charter Board recognizes that it is appropriate to collect personal information that relates directly to and is necessary for the operation of school programs and services. It also recognizes that it is appropriate to retain such documents as evaluations, curriculum vitae (CVs), Teacher Qualification Services (TQS) statements, and other documents.

**POLICY STATEMENT**

1. All relevant personal information related to the operation of the school program and services will be kept in personnel records that are securely maintained and treated as confidential at all times, as mandated by the *Freedom of Information and Protection of Privacy Act (FOIP)*.

**DEFINITIONS**

2. **Personnel record** - factual and comprehensive information related to employment, information with effect to human resources.

**GUIDELINES**

3. The personnel records are maintained primarily to provide individual records of service.
4. Personnel records include the following but are not limited to:
  - 4.1 Curriculum vitae;
  - 4.2 Teacher Qualification Service statements;
  - 4.3 Verification of Teacher Experience statements;
  - 4.4 First Aid Certificates;
  - 4.5 Police Information Check Certificate, including the Vulnerable Sector Check;
  - 4.6 Alberta Children Services' Intervention Record Check;
  - 4.7 Contracts & Schedule As; and
  - 4.8 Evaluations.
5. Personnel records shall be treated as confidential at all times.
6. Personnel records shall be securely maintained at all times.

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7. A personnel record shall be accessed by authorized administrative personnel, the individual whose name appears on the record, and the CAPE Charter Board, if necessary.
8. Personnel records of past staff will be retained in a secure and confidential manner for a period of seven years. At the end of this period, these records will be disposed of in a secure and confidential manner.

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**References:**

*Charter of Rights*

*Freedom of Information and Protection of Privacy Act (FOIP), 1994, Chapter F – 18.5*

*Freedom of Information and Protection of Privacy Regulation*

*Guide to Education*

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