



Administrative Procedure 402 - Appendix

EMPLOYEE HEALTH INFORMATION PRIVACY AND CONFIDENTIALITY

Background

The District is committed to the effective administration of medical leave, return to work and accommodation programs. To safely consider and implement these programs, it is necessary for the District to collect employee medical and other personal information.

The District has ethical and legal obligations to protect personal information about its staff. The purpose of this administrative procedure is to establish the guiding principles and framework by which the District will comply with these obligations, demonstrate accountability for managing personal and confidential information, and maintain its trust-based relationship with staff.

This administrative procedure applies to all staff and all personal information and confidential information in the custody or control of the District regardless of format.

This administrative procedure applies while in the course of working and conducting business for, or on behalf of the District, including when off-duty, and extends beyond the completion of the employment or business relationship.

These procedures establish practices in regard to the private and confidential information collected as part of the Disability Management and/or Attendance Management programs.

Procedures

1. Collection, Use and Disclosure of Health Information.
 - 1.1. For the purposes outlined above, health information can include:
 - 1.1.1. Personal health and medical information/documentation.
 - 1.1.2. Information collected in accordance with the [Freedom of Information and Protection of Privacy Act](#) ("FOIPPA").
 - 1.2. The District will collect, use, and disclose health information for purposes directly related to the administration of the Disability Management and Attendance Management programs, and limit the collection to what is needed to fulfill the purposes identified, and at all times in accordance with FOIPPA.

- 1.3. The District may request the consent of an employee to use his or her personal and confidential information, or as permitted by FOIPPA.
 - 1.4. The District may request the consent of an employee to disclose his or her personal and confidential information or may otherwise disclose it without consent as permitted by FOIPPA.
 - 1.5. Disclosure in any case is limited to those with a “reasonable need to know” as part of their ongoing employment responsibilities or to support the safety of the employees, students and public.
 - 1.6. Written consent and authorization will be sought from employees by the District as appropriate and/or required by FOIPPA.
2. Storage and Destruction of Health Information
 - 2.1. All employee health information is stored in the employee health file separate from any personnel and/or employment records or files.
 - 2.2. All employee health files are stored in a locked file cabinet in Human Resources in the office of the Health and Wellness Manager or, if related to a WorkSafe BC incident or claim, in the office of the Health and Safety Manager.
 - 2.3. In addition to the physical storage of employee health information files, the District may store health information electronically. Electronic health information is protected by appropriate security measures including User IDs, passwords, and firewalls to restrict access. If electronic health information is sent or received, any information that identifies the origin and destination and the date and time when it was sent or received is also retained.
 - 2.4. Access to employee health files, or any documents contained within, is limited to those person(s) who require it on a need to know basis, including but not limited to the person(s) assigned to use the information in the administration of the Disability and Attendance Management and/or Health and Safety programs.
 - 2.5. Following termination of employment or death, the contents of the employee health file are placed in a sealed envelope and stored in Archives at the District Office. At such time that the employee has or would have reached the age of 72, the sealed employee health file is collected for destruction by a qualified document/information destruction vendor contracted by the District.
3. Responsibility
 - 3.1. Principal/Manager
 - 3.1.1. Ensure any employee personal and confidential information is transferred to Human Resources personnel for appropriate storage as defined above.
 - 3.1.2. Ensure any employee personal and confidential information which has been disclosed to them is not accessed or shared with any person who does not have a “reasonable need to know”.
 - 3.2. Human Resources Personnel
 - 3.2.1. Handle all employee personal and confidential information in accordance with

FOIPPA.

- 3.2.2. Obtain written employee consent to disclose specific health information limited to those with a “reasonable need to know” to support the safety of the employees, students and the public.
- 3.2.3. Provide consultation to principal/manager personnel, as requested, regarding the application of this administration procedure.
- 3.2.4. Advise principal/manager regarding interpretation of FOIPPA relevant to their employee’s disability management, attendance management, or health and safety issues, in keeping with collective agreement requirements, performance of duty and their need to-know necessary employee personal and confidential information requested to carry out that duty.

Reference: Sections 22, 65, 85 School Act
Employment Standards Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Collective Agreements

Adopted: December 15, 2020