

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

CONFIDENTIALITY OF MEDICAL RECORDS	PROCEDURE
EFFECTIVE: 2017 04 25	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Safety and Disability Administrator, or designate, is solely responsible for all employee medical records and Workplace Safety Insurance Board (WSIB) claim records and is the only person who shall have access to these records.

2.0 Expectations

- 2.1 Employee medical records received by the Safety and Disability Administrator, or designate, are kept in strictest confidence by the Safety and Disability Administrator, or designate.
- 2.2 Employee's medical records and WSIB records, whether active or in storage, are maintained separately from the respective Human Resources file.
- 2.3 An employee may request information contained in their medical records by contacting the Safety and Disability Administrator, or designate. Photocopies of specific information shall be given to the employee upon written request.
- 2.4 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 Safety and Disability Administrator or designate, shall notify the employee.
- 2.5 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*.
- 2.6 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.
- 2.7 The medical records of former employees are retained for ten (10) years. WSIB records are to be retained for ten (10) years and records of employees exposed to regulated substances are retained permanently.

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3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

- 3.2 The *Workplace Safety Insurance Act* can be viewed at the following link:
<https://www.ontario.ca/laws/statute/97w16>