

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: HR-13
POLICY: Policy on Privacy of Personal Information			
DATE: August 2021	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 1

PURPOSE

The Municipality is committed to protecting the privacy and security of the personal information of its employees. This policy governs the collection, use and disclosure of personal information belonging to our employees.

POLICY

A. Definition of Personal Information

1. For the purposes of this policy, personal information includes information in any form that is reasonably required by us for the purpose of establishing, managing or terminating our employment relationship. This includes:
 - a) your age, ethnic origin, medical information, blood type, income, social status or ID numbers;
 - b) resumé, letters of reference and reference checks;
 - c) opinions, evaluations or comments about your performance;
 - d) disciplinary measures;
 - e) employee files, credit records, loan records, medical records.
2. Personal information does not include your name, title, business address or business telephone number.

B. Collection, Use and Disclosure

3. Before we collect personal information, we will explain the purpose for its collection. Generally speaking, we collect employee personal information:
 - a) for recruiting and contracting purposes;
 - b) to administer payroll and benefit plans;
 - c) to process any benefit or other claims you may have, such as WSIB or medical related claims;
 - d) to manage our employment relationship, including any performance evaluations, incentive programs or disciplinary measures;
 - e) to establish training or development requirements;
 - f) to identify a contact person in the event of an emergency;
 - g) to comply with applicable employment and human rights legislation.