



| ADMINISTRATIVE PROCEDURE | |
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| <i>Approval Date</i> 2016 | <i>Replacing</i> Replacing all previous procedures |
| <i>Review Date</i> 2021 | <i>Page</i> 1 of 2 |
| <i>Contact Person/Department</i> Human Resources Administrator | <i>Identification</i> HR-4081 |

CONFIDENTIALITY OF MEDICAL RECORDS

1.0 PURPOSE

Trillium Lakelands District School Board collects medical records, notes, and correspondence in the course of meeting its statutory duties and responsibilities. The Board is committed to the protection of privacy of such personal medical information in accordance with applicable legislation.

2.0 REFERENCES/RELATED DOCUMENTS

2.1 RELATED LEGISLATION INCLUDES:

- 2.1.1 The Privacy Act;
- 2.1.2 The Personal Information Protection and Electronic Documents Act (PIPEDA);
- 2.1.3 Municipal Freedom of Information and Protection of Privacy Act (MFIPA);
- 2.1.4 Ontario Mental Health Act (OMHA);
- 2.1.5 Personal Health Information Protection Act (PHIPA);
- 2.1.6 Ontario Human Rights Code;
- 2.1.7 Workers Safety and Insurance Act;
- 2.1.8 BD-2121 Privacy Information Management Policy and Procedure.

2.2 OTHER RELATED DOCUMENTS

- 2.2.1 Collective Agreements and Terms of Employment

3.0 DEFINITIONS

4.0 PROCEDURE

- 4.1 Employee medical records, notes or correspondence received by the Principal, immediate Supervisor, the Attendance and Disability Management Officer and/or the Health and Safety/WSIB Coordinator, are kept in strictest confidence.

- 4.2 All medical records, notes or correspondence received from an employee by the Principal and/or immediate Supervisor must be placed in a sealed envelope and couriered to the Attendance and Disability Management Officer and/or Health and Safety/WSIB Coordinator within five (5) days of receiving such medical information.
- 4.3 Employees' medical records and Workers Safety and Insurance Board (WSIB) claim records, whether active or in storage, are maintained separately from the respective personnel file.
- 4.4 The Attendance and Disability Management Officer and the Health and Safety/WSIB Coordinator are responsible for all employee medical records and WSIB claim records, respectively. 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.
- 4.5 An employee may request information contained in their medical records by contacting the Attendance and Management Disability Officer. Photocopies of specific information shall be given to the employee upon written request.
- 4.6 Access to such medical documentation shall be strictly limited to the Human Resources Administrator and the Human Resources Department Staff assigned responsibilities for medical documentation/accommodation, appropriate healthcare professionals, or as otherwise required by law.
- 4.7 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.
- 4.8 The medical records of former employees are retained for seven (7) years. Workplace Safety and Insurance Board records and records of employees exposed to regulated substances are retained permanently.