



# Northeastern Catholic District School Board

## **CONFIDENTIALITY OF MEDICAL RECORDS**

**Administrative Procedure Number: APP013-2**

### **POLICY STATEMENT**

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The Northeastern Catholic District School Board (NCDSB) is committed to creating and maintaining a healthy workplace. As a witness to God's healing activity in the world, the Board is called to act out of a deepened sense of responsibility for the health and wellness of its employees. The Board believes that both individual and organizational health are important factors affecting the ability of all employees to attend work and to contribute fully to its mission. This strategy combines both prevention and intervention to achieve the goals of personal and workplace wellness.

In order to carry out the NCDSB's mandate, regular attendance by all employees is essential. The Employee Support Program (ESP) is a comprehensive program aimed at positively supporting the health of employees and the organization. The Employee Support Program will be supported by Disability Support, Attendance Support and Wellness Programs.

### **REFERENCES**

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*Ontario Human Rights Code*

*Workplace Safety and Insurance Act*

*Employment Standards Act*

*Municipal Freedom of Information and Protection of Privacy Act*

NCDSB Records Retention Schedule

NCDSB Policy

E-24 Personal Information Management

P-13 Employee Support Program

NCDSB Administrative Procedures

APE024-1 Personal Information Management

APP013-1 Absence Reporting

APP013-3 Disability Support: Early Intervention, Accommodation and Return to Work

APP013-4 Attendance Support

### **DEFINITIONS**

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Nil.

## PROCEDURES

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### 1.0 GENERAL

- 1.1 Medical information may be collected when an employee is absent from work due to an illness or injury and is seeking access to a medical leave, sick leave benefits or seeking disability-related workplace accommodations.
- 1.2 Medical information collected on the NCDSB Standard Medical Certificate, Functional Abilities Form, or WSIB forms are authorized under the *MFIPPA*, *Education Act*, *Ontario Human Rights Code* and the *Workplace Safety Insurance Act*.
- 1.3 Employee medical information and/or records received by the Manager of Human Resources or designate, are kept in strict confidence.
- 1.4 Employee's medical information and/or records, whether active or in storage, are maintained separately from the respective Human Resources file.
- 1.5 The Manager of Human Resources or designate is solely responsible for all employee medical information/records and is the only person who shall have access to these records.
- 1.6 An employee may request information contained in their medical records by contacting the Manager of Human Resources or designate. Photocopies of specific information shall be given to the employee upon written request.
- 1.7 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 Manager of Human Resources or designate shall notify the employee.
- 1.8 The confidential nature of all policies and procedures of the Disability Support Program will be respected by all involved parties.
- 1.9 Medical information will be retained in accordance with the NCDSB Records Retention Schedule and/or relevant legislation.
- 1.10 Workplace Safety and Insurance Board records and records of employees exposed to regulated substances are retained permanently.
- 1.11 Medical information that is no longer required or met the retention timelines may be destroyed in a confidential manner in accordance with relevant legislation, the board's retention schedule, and WSIB legislation, where appropriate.

### 2.0 RELATED FORMS AND DOCUMENTS

Nil.

**Director of Education:** *Tricia Stefanie Welty*  
**Date:** August 2021