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| <b>Topic:</b>           | <b>Confidentiality of Medical Records</b>   |
| <b>Effective:</b>       | <b>September 2016</b>   |
| <b>Cross-Reference:</b> | <b>Administrative Procedures: Disability Management and Support Program; Attendance Support Program; PHIPPA</b> |
| <b>Review Date:</b>     | <b>September 2022</b>   |
| <b>Review Date:</b>     | <b>September 2025</b>   |
| <b>Responsibility:</b>  | <b>Superintendent, Human Resources</b>  |

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**INTENDED PURPOSE:**

The Halton District School Board is committed to ensuring that the strictest confidentiality is maintained with respect to medical information received.

**PROCEDURES:**

1. Employee's medical records received in the Employee Health and Wellness and Health and Safety Departments within the Human Resources Department are kept under strict security and subject to the highest level of confidentiality, in accordance with applicable legislation.
2. Employee's medical records, whether active or in storage, are maintained separately from their respective Personnel file.
3. Information referenced in this administrative procedure shall include information that is received verbally, in writing and/or electronically.
4. An employee may request in writing, directly to Employee Health and Wellness, to be provided with copies of their medical documentation.
5. No medical information pertaining to an employee is released to a third party without the employee's written consent, unless required by law or for the purpose of obtaining legal advice.
6. The confidential nature of all personal and medical information provided to the Board by the employee and/or their treating practitioner(s) will be respected by all involved parties.
7. The confidential nature of all personal and medical information provided to the Board by third party providers (WSIB, independent consultations, Long Term Disability Insurers) will be respected by all involved parties.
8. The medical records of former employees are retained in accordance with board policy and all other applicable legislation.