



Personnel Records Policy

Category: Human Resources

Approval: PVP

Responsibility: Associate Vice-President, Human Resources

Date: July 4, 1995, Last Revised January 2016

The University will maintain accurate personnel records in the Department of Human Resources. An employee should advise the Department of Human Resources immediately if there is any change in personal data, such as family/spousal relationship(s), number of dependents, address or telephone number.

Records of employment, including the original application form, experience and attendance histories will be kept in the Department of Human Resources confidential files. Employees have the right to examine their personnel records by application to the Department of Human Resources during normal business hours. In the event that letters of reprimand, or other materials which state or imply censure, are added to the personnel files, the employee will be notified and provided with a copy.

An employee may request a correction of personal information contained in his/her personnel file where he/she believes there is an error or omission therein, and may require that a statement of disagreement be attached to the information reflecting any correction that was requested but not made. Medical documentation will be stored in a separate, locked medical file in the Department of Human Resources.

Confidentiality of Personnel Files

Access to personnel files will be limited to employees in the Department of Human Resources and to supervisors and other authorized University officials in connection with personnel, administrative and/or employee relations matters.

Requests from external agencies for information about an employee should be referred to the Department of Human Resources, which will only confirm employment at Trent University and will not divulge personal information (e.g.: salary, classification, birth date, address, and phone numbers) without the written authorization of the employee. Access to medical files will be limited to employees in the Department of Human Resources.

Contact Officer:

Associate Vice-President, Human Resources

Date for Next Review:

January 2021

Related Policies, Procedures & Guidelines

- a) N/A

Policies Superseded by This Policy:

- a) N/A