



PERSONAL INFORMATION & PRIVACY

Section: Human Resources
No: 7.2
Effective Date: October 2004
Revised:
Approved by: President

POLICY

While Medicine Hat College collects and utilizes personal information from its employees for legitimate and operational business purposes, the individual employee also has reasonable right of privacy with respect to his or her personal information.

The Human Resources department will not collect, use, or disclose for purposes other than those for which the personal information was collected, except with the consent of the individual or as required by law. Personal information shall only be retained as long as it is necessary for operational requirements and/or legal purposes.

GUIDELINE

1. Resumes and/or Application Letters Received
Personal information that is collected through an individual's application for employment consideration will only be retained for the length of the competition process until an applicant has been successfully hired.
2. At Point of Hire and During Employment
Human Resources will collect and use individual employee personal information necessitated for purposes of administering employment benefits programs, benefits insurer requirements, pension and/or income tax legislation, payroll processing, collective agreement requirements, and operational requirements in administering in-house employee programs, such as, but not limited to employee recognition initiatives, seniority, surveying potential benefits carriers, collective bargaining negotiations, and any other personal information reasonably required for the purpose of establishing, managing, or terminating an employment or volunteer work relationship.

3. Employee Consent

The Human Resources Department will not disclose nor confirm, without the employee's consent, to any other person, company, or organization for such examples as, but not limited to the following: confirmation of employment or salary or age; beneficiary information; home address and/or telephone number(s); family and/or marital status or relationship(s), medical information, etc.

Employee consent must be verbal or written and may be revoked at any time at the behest of the individual.

4. Accuracy and Access

Upon request by the individual employee, he or she may review, or request a summary of the personal information that the Human Resources department retains.

The individual employee has a personal responsibility to ensure that the personal information that the Human Resources Department retains is accurate, complete and updated as necessary.

5. Confidentiality

Personal information required for each individual employee is considered to be confidential. Accordingly, personal information is retained in secure office area that is locked outside of operational hours.