



ADMINISTRATIVE PROCEDURES

CONFIDENTIALITY OF MEDICAL RECORDS (Policy Statement: Attendance Support)

Purpose

The Algonquin and Lakeshore Catholic District School Board recognizes its obligation to respect the privacy rights of employees. The Board also has an obligation to collect appropriate medical documentation from employees in furtherance of its Attendance Support policy and related procedures. The Board recognizes that it is necessary to develop procedures to balance these rights.

References

Policy Statement: Attendance Support

Administrative Procedures: Absence Reporting

Disability Management – Early Intervention, Accommodation and Return to Work

Attendance Assistance Program

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Personal Information Protection and Electronic Documents Act (PIPEDA)

Ontario Human Rights Code

Occupational Health and Safety Act

Education Act

Workplace Safety and Insurance Act

Procedures

1. Medical information shall be collected when:
 - a. An employee is absent from work five consecutive days or greater due to an illness or injury and is seeking access to a Unpaid medical leave or sick leave benefits provided by the Algonquin and Lakeshore Catholic District School Board;
 - b. 1.2 An employee is seeking disability related workplace accommodation;
 - c. 1.3 An employee is returning to work after a prolonged absence;
 - d. An employee remains off due to an approved Long Term Disability Claim
2. Employee medical records received by Disability and Wellness, are kept in strictest confidence.
3. Employee medical records and WSIB records, whether active or in storage, are maintained separately

from the respective Personnel file.

4. Disability and Wellness is solely responsible for all employee medical records and WSIB claim records. 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.
5. An employee may request information contained in their medical records by Disability and Wellness. Photocopies of specific information shall be given to the employee upon written request.
6. 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, Disability and Wellness shall notify the employee.
7. The confidential nature of all personal and medical information provided by the employee or their treating practitioner(s) to the Board will be respected by all involved parties.
8. The medical records of former employees are retained for ten (10) years. Workplace Safety and Insurance Board records are to be retained for ten (10) years and records of employee exposure to regulated substances are retained permanently.

Reviewed: November 13, 2018

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