POLICY:	CONFIDENTIALITY OF MEDICAL RECORDS	#	828
SECTION:	800 : Personnel and Employee Matters	Page	1 of 2
APPROVAL/REVISION DATE:	December 20, 2024	EFFECTIVE DATE:	December 20, 2024
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CROSS REFERENCE:	Policy 827: Attendance Support Program, Workplace Safety and Insurance Act 1997; Disability Management Program Guidelines, Attendance Management Program Guidelines		

A: POLICY

1. The Thunder Bay Catholic District School Board recognizes the importance of maintaining the confidentiality of employee medical records and medical information.

B: GUIDELINES

2. It is the responsibility of the Health and Wellness Officer or designate to ensure that:

   2.1 Employee medical records received by the Health and Wellness Officer or designate are kept in strictest confidence.

   2.2 Employee medical records and WSIB records, whether active or in storage, are maintained separately from the employee personnel file.

   2.3 The Health and Wellness Officer or designate is responsible for all employee 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*.

   2.4 An employee may request information contained in their medical records by contacting the Health and Wellness Officer or designate. Photocopies of specific information shall be given to the employee upon written request.

   2.5 Information from an employee's medical records shall not be given to a third party without the employee's written consent, unless required by law, an arbitrator or a court of justice. When so required the Health and Wellness Officer or designate, shall notify the employee.

   2.6 Notwithstanding any of the above, employee medical records or the information contained therein may be shared with the school board's professional advisors to obtain legal, medical or other advice as deemed necessary.

   2.7 The confidential nature of all personal and medical information provided by the employee or their treating practitioner(s) to the school board will be respected by all involved parties.

   2.8 The medical records of former employees are retained for ten (10) years. Workplace Safety and Insurance Board records are retained for ten (10) years and records of employees exposed to regulated substances are retained permanently.