



Policy Code – Version: H3 – V1	
Policy Name: Personal Files, Protection of Information	
Approved by motion of Board on	27/06/2011
Cross Reference	
Related Forms	

Policy Statement

1. The Ottawa Student Transportation Authority (OSTA) recognizes the importance of keeping personnel files current with regard to pay, deductions, benefits, and other matters.
2. If employees have a change in any of the following information, they shall notify the General Manager as soon as possible:
 - Legal name
 - Home address
 - Home telephone number
 - Emergency contact
 - Number of dependents
 - Marital status
 - Change of beneficiary
3. Employees are advised that coverage or benefits that they and their family may receive under their benefits package could be negatively affected if the information in their personnel file is incorrect.
4. All personnel information is considered confidential and subject to release only to personnel directly involved in functions customarily requiring the information, except in accordance with legal requirements. OSTA refers to personnel files to make decisions in connection with promotions, transfers, layoffs, and recalls. Therefore, it is to the employee's benefit to ensure her/his file includes information about completion of education or training courses, outside civic activities, areas of interest, and skills that may not be part of their current position.

5. All of OSTA's practices and procedures are intended to comply with protection of information legislation. This includes access to personal information. Employee personnel files belong to OSTA; however, employees may make an appointment to view their personnel file. Access to this information shall be subject to the exceptions as set in protection of information legislation.
6. Consistent with statutory obligations, and unless required for benefits, payroll or government reporting, employee personal information such as personal e-mail address, home address and telephone number, spousal/dependent information shall not be disclosed without employee permission. Information typically found on a business card is not considered personal. This would include name, title, company, business address, business e-mail address, business telephone or fax number.
7. OSTA is committed to ensuring that personal information is protected from unauthorized access, unintended disclosure, or theft. This protection is provided by firewalls in the computer system, passwords to protect databases, locked filing cabinets, and restricted access to offices.