

G. Human Resources

Policy G-901: Personnel Policy- Personnel Records

Background

Valhalla School Foundation recognizes that it is appropriate to collect personal information that relates directly to and is necessary for the operation of its programs and services.

Policy

Personal information related directly to the operation of the programs and services offered by the Valhalla School Foundation Charter Board will be collected and kept in personnel records that are securely maintained and treated as confidential at all times.

Guidelines

1. Personnel records are maintained primarily to provide an individual record of service.

Approved (G- 901):

Revised:

September 30, 2013

Due for Revision:

September 2018

Legal Reference:

Charter of Rights

Individuals' Rights Protection Act

Freedom of Information and Protection of Privacy Act, 1994, Chapter F-18.5

Freedom of Information and Protection of Privacy Regulation

Alberta Education Policy 3.2.6