

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 406 – Employee Access to Personnel Files	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87</i> <i>Local Authority Freedom of Information and Protection of Privacy Act, 2018 section 30</i>	
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Background

The Division shall maintain a personnel file for each employee in the Division.

Upon written request and by prior arrangement, subject to the Local Authority Freedom of Information and Protection of Privacy Act, agreements in effect, and this administrative procedure, employees shall have opportunity to examine the contents of their personnel file.

Procedures

1. Requests by employees to examine their personnel file shall be directed in writing to the Chief Financial Officer.
2. The Chief Financial Officer shall arrange a mutually satisfactory time for the employee to examine the personnel file.
3. The personnel file:
 - 3.1 Must be examined in the presence of the Chief Financial Officer.
 - 3.2 Must be examined at the Division Office.
 - 3.3 May not be removed from the Division Office.
4. Materials regarding an employee that were submitted in confidence in accordance with Section 30 of the *Local Authority Freedom of Information and Protection of Privacy Act*, shall be identified but may not be examined by the employee unless written permission is secured from the originator of such confidential material.
5. Material in the personnel file may not be amended or deleted without the approval of the Chief Financial Officer.
6. The employee may submit a signed, dated statement concerning the contents of the personnel file and request specific placement of this statement in relation to contents of the file. This statement shall be incorporated into the file as specified by the employee.

7. The employee may request a correction in relation to any or all of the records to which the employee has been granted access if the employee believes there is an error or omission in the record or records. The Chief Financial Officer shall respond to this request in accordance with Section 30 of the *Local Authority Freedom of Information and Protection of Privacy Act*.
8. At the request of the employee, a copy of any or all of the records to which the employee has been granted access shall be provided. Copying fees may be charged in accordance with regulations under the *Local Authority Freedom of Information and Protection of Privacy Act*.
9. The employee shall acknowledge the examination of his/her personnel file by signing a dated statement to that effect.
10. The Division shall collect and retain only personal information that is required for valid business, regulatory or legal reasons.
11. Records with personal information are held in confidence and safeguarded. Access is limited to payroll representatives and supervisors on a need to know basis.