



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-008

Policy Title: Personal Information Policy

Policy Objective:

To set a policy to protect the personal information of the Employees of the RM of Meadow Lake #588

Authority:

Council Resolution #033/17

Dated: January 9, 2017

Policy:

The RM of Meadow Lake #588 is committed to the protection and privacy of the personal information of all the employees and council that work for the RM of Meadow Lake.

Procedure:

1. Personnel files for the RM of Meadow Lake shall be kept in the office of the Chief Administrative Officer for the RM of Meadow Lake
2. Information from the files of individual employees shall not be shared with anyone unless a written consent is given by the employee for any others to access the information. This includes, but not limited to, the spouse or significant other of the employee, a council member of the RM of Meadow Lake, Union Representatives, other employees.
3. Only the Chief Administrative Officer and Reeve are allowed access to the files. The Human Resource personnel may, from time to time, be given access to the file in order to place information into the personnel file or to help the individual employee review their own file.