



Department: Human Resources
Section: Employee and Labour Relations

Employees of the Annapolis Valley Regional School Board have employment files which document personal, confidential and business-related information that is required for the Board's operation. The Annapolis Valley Regional School Board is committed to ensuring that confidential employee information, whether it be paper documents or electronic files, is protected from unauthorized access, unintended disclosures or theft. This protection is provided by computer system firewalls, passwords to protected data bases, locked filing cabinets, and restricted access to both electronic and paper employment files.

The Human Resources Department will be responsible for the creation and maintenance of the Official Employment File. Every reasonable effort will be made to ensure employment information is accurate, complete and securely maintained.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

Board Approved: March 2/05
Ref: AP 305.19
Monitoring Date: Annually
Revised: September 7/16