



**ACCESS TO PERSONNEL RECORDS**

**Category:** Human Resources

**Effective:** January 2022

**Policy Statement**

Personnel records are confidential and are considered to fall under the parameters outlined in the *NB [Right to Information and Protection of Privacy Act \(RTIPPA\)](#)*. An employee or former employee shall have access to their personnel file by following the procedures established by the respective collective agreements.

**Procedures**

1. Access to personnel files is restricted to the Superintendent, Directors, and Human Resources/Payroll personnel only unless authorized by one of these individuals.
2. To examine their own personnel files, employees or past employees shall make an appointment with the Human Resources Officer at the appropriate Education Centre for a mutually agreeable time to review the file(s).
2. Human Resources personnel shall be present during the examination of the file(s).
3. After the employee has reviewed the contents of their file(s), they may request and shall be provided with copies of all or part of the contents of the file. (If the volume of information requested is large, it will be provided within 30 working days.)

**Reference**

- [Part II Collective Agreements](#)
- [Right to Information and Protection of Privacy Act \(RTIPPA\)](#)