

**CONFIDENTIALITY OF EMPLOYEE AND AFFILIATE INFORMATION**

Section:	Administration (AD)
Subject:	Organization of the Institute
Legislation:	<i>Freedom of Information and Protection of Privacy Act</i> (RSA 2000 cF-25).
Effective:	December 8, 2006
Revision:	September 1, 2016 (reformatted)

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to comply with the *Freedom of Information and Protection of Privacy Act*.

**PROCEDURE****DEFINITIONS**

**Employees or affiliates** Employees, contractors, or volunteers.

**Personal information** As defined in Alberta's *Freedom of Information and Protection of Privacy Act*, it is recorded information about an identifiable individual, including:

1. The individual's name, home or business address or home or business telephone number;
2. The individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
3. The individual's age, sex, marital status or family status;
4. An identifying number, symbol or other particular assigned to the individual;

***The official controlled version of this document is held in the Board of Governors Office.***

5. The individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
6. Information about the individual's health and health care history, including information about a physical or mental disability;
7. Information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
8. Anyone else's opinions about the individual; and
9. The individual's personal views or opinions, except if they are about someone else.

## GOVERNING PRINCIPLES

1. SAIT has a legal right to collect, compile, and disclose personal information in order to administer employees and affiliates. SAIT recognizes the need to control the collection, compilation and use of this information.
2. All employees and contractors must respect the confidential information about employees and affiliates that they acquire in the course of their work.
3. Employees and affiliates have a legal right of access to and privacy of their personal information contained in SAIT records.

## PROCEDURE

### A. Authority and Responsibility

1. The following individuals are authorized to control and administer this procedure:
  - a) Employees – the Director of the Employee Services department
  - b) Contractors – the Director of the Finance department
  - c) Volunteers – deans, directors or designates of applicable schools/departments

*The official controlled version of this document is held in the Board of Governors Office.*



## B. Personal Information Use Principles

1. SAIT will collect or compile personal information about an employee or affiliate only where such collection or compilation is:
  - a) Directly related to and required for the administration of employees and affiliates;
  - b) For law enforcement purposes;
  - c) Specifically authorized or required under a statute.
2. The collection, compilation, use, retention and disclosure of an employee or affiliate's personal information must comply with the requirements of the *Freedom of Information and Protection of Privacy Act (FOIP Act)*. These include:
  - a) Notification of SAIT's authority for collection and intended use of personal information, except where excepted from notice under the provisions of the *FOIP Act*;
  - b) Collection of personal information directly from the individual except where the *FOIP Act* provides otherwise or as authorized by the employee or affiliate;
  - c) Use of the personal information only for the stated purpose or a consistent purpose; and
  - d) Disclosure of the personal information only in accordance with the requirements of *FOIP*, for a purpose consistent with the purpose of collection, or as the individual has authorized.
3. The use, disclosure and retention of an employee or affiliate's personal information is limited to the process for which it was initially collected, unless statutory authority provides otherwise or the individual has provided written consent otherwise.

## C. Protection and Disclosure of an Employee or Affiliate's Personal Information

1. SAIT will make every reasonable effort to protect the confidentiality of employee and affiliate records and to keep those records out of the hands of those who would use them for other than legitimate purposes.
2. Employee and affiliate records shall be maintained by and/or under the authority of the following departments:

***The official controlled version of this document is held in the Board of Governors Office.***

- a) Employees – Employee Services
  - b) Contractors – Finance
  - c) Volunteers – Applicable schools/departments
3. Employee Services maintains official employment records and files. These shall not be released outside this office except with the written authorization of the director of Employee Services or designate.
  4. The release of information from an employee or affiliate’s official record or file is only authorized to the following SAIT individuals unless otherwise specifically authorized by other SAIT procedures. The dean, director or designate will determine the legitimacy of all such requests for release of personal information.
    - a) Employees – Director of Employee Services
    - b) Contractors – Director of Finance
    - c) Volunteers – Deans, directors or designates of applicable schools/departments
  5. An employee or affiliate has the right to inspect that individual’s personal record and is entitled to an explanation of the information recorded on it, subject to the following:
    - a) An employee or affiliate is allowed access to the personal record during normal business hours, upon written request and proof of identification.
    - b) When the original is shown, examination should be permitted only under conditions which will prevent its alteration or mutilation. Original permanent records may not be removed from Employee Services except as required by order of a competent court or tribunal.
    - c) The employee or affiliate has the right to ask SAIT to correct the personal information that SAIT holds about that individual. Employee Services shall make routine changes in statistical information. In the event of a dispute as to the accuracy of the information that SAIT maintains, an employee may appeal to the director of Employee Services.
  6. SAIT employees who have a legitimate interest in an employee or affiliate’s record and a demonstrated need to know will be permitted access to the record. The director of Employee Services or designate will determine whether the need to have access to the record has been demonstrated.

***The official controlled version of this document is held in the Board of Governors Office.***

7. Disclosure to other persons or agencies of any personal information is prohibited, except as authorized elsewhere within this procedure or with the written consent of the employee or affiliate concerned. In particular, disclosure without statutory authority and/or consent is not permitted to:
  - a) Commercial or credit agencies of any kind;
  - b) Debt collectors;
  - c) Employers;
  - d) Government or other agencies including sponsoring bodies;
  - e) Legal agents (except by a court order or appropriate legislation);
  - g) Representative of foreign states.
8. Urgent requests for an employee or affiliate's information, such as address, telephone number or immediate whereabouts, based upon an apparent emergency, should be handled by Employee Services or other appropriate official unless the individual has expressly authorized the release of this information or as authorized elsewhere in this procedure.
9. No personal information will be given by telephone except to authorized personnel concerned with purposes for which the information was collected or as otherwise specified in this procedure. When the caller is not personally known, the name of the caller and the telephone number shall be taken and the call returned. If there are any doubts as to the authenticity of the caller or the request, information shall not be released.
10. Access to employee and affiliate information, including but not limited to salary data and employment history, shall be limited to those officials responsible for those matters and may not be released to anyone except as otherwise stated in this procedure.
11. Information gathered on an employee or affiliate may be used for research purposes provided that the data is anonymous. Should a research project require that an employee or affiliate's name be attached to the data, a Release of Information must be completed by the individual. All researchers shall complete a Research Proposal and Agreement prior to undertaking the proposed project.

***The official controlled version of this document is held in the Board of Governors Office.***

**POLICY/PROCEDURE REFERENCE**

- AD.1.1 Compliance with the Freedom of Information and Protection of Privacy Act policy
- AD.1.1.1 Personal Information – General Guidelines procedure
- AD.1.1.2 Confidentiality of Student Information procedure

**PROCEDURE**

*The official controlled version of this document is held in the Board of Governors Office.*