

CONFIDENTIALITY OF EMPLOYEE INFORMATION

Section:	Administration (AD)
Subject:	Organization of the Institution
Legislation:	<i>Freedom of Information and Protection of Privacy Act (RSA 2000 cF-25); Freedom of Information and Protection of Privacy Regulation AR186/2008; Public Sector Compensation Transparency Act (SA 2015 P-40.5).</i>
Effective:	December 8, 2006
Revision:	September 1, 2016 (reformatted); April 10, 2024

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**

Contractor	An individual or company contracted by SAIT to perform services or work for SAIT.
Employee	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage, and contractors.
Personal information	Recorded information about an identifiable individual and includes, but is not limited to, name, residential address and phone number, personal email address, sex (sex assigned at birth), gender identity, title, pronouns, sexual orientation, religious affiliation, Indigeneity, ethnicity, disability status, languages spoken, immigration status, identification number, education and employment history, health information including documentation of approved accommodations for

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physical or mental disability, an individual's personal views or opinions and information about an individual's financial matters.

GOVERNING PRINCIPLE

1. SAIT is committed to providing a right of access to information with limited exceptions and to protecting the confidentiality and privacy of employee personal information. Refer to procedure [AD.1.1.1 Personal Information – General Guidelines](#).
2. This procedure does not apply to independent contractors.

PROCEDURE

A. Employee Personnel File

1. The Employee Services department maintains an employee's personnel file. This file contains information which is directly related to the employee's job duties, performance, salary and employment history. To ensure that confidentiality is strictly maintained, all requests for employee information, including an employee's request to examine their own employee file, must be directed to Employee Services at Employee.Questions@sait.ca.
2. Employee Services maintains other employment-related records separately from the employee's personnel file in accordance with legal requirements. These other records, include, for instance, payroll records, auxiliary medical files such as disability claim forms or workers' compensation documents, and medical records or correspondence provided by the employee or Employee Family Assistance Program (EFAP) provider.
3. Original permanent employee records may not be removed from Employee Services except as required by order of a competent court or tribunal.

B. Protection and Disclosure of an Employee's Personal Information

1. The release of employee personal information to third parties is authorized if stated elsewhere in this procedure or in other procedures, with the consent of the employee, or as required by law.

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2. SAIT employees who have a legitimate interest in another employee's personnel file and have demonstrated a "need to know" will be permitted access to the records. The associate vice president, Employee Services, or designate, will determine whether the need to have access to the record or file has been demonstrated.
3. Urgent requests for an employee's personal information, such as their address, telephone number or immediate whereabouts, based upon an apparent emergency, is handled by the associate vice president, Employee Services, or designate, unless the individual has expressly authorized the release of this information or as authorized elsewhere in this procedure.
4. Access to employee personal 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.
5. Employee Services shall make routine changes in statistical information.
6. An individual wishing to use information gathered on an employee for research purposes must comply with procedure AC.4.4.1 Research Requiring Ethics Review.
7. SAIT is required to annually disclose compensation information, including severance, for employees earning over a specified threshold amount as outlined in Alberta's *Public Sector Compensation Transparency Act*. If the disclosure threatens an employee's personal safety, the employee may apply directly to the Government of Alberta for an exemption from having their compensation disclosed.
8. Under s. 40(1)(bb.1) of the *FOIP Act*, SAIT is permitted to disclose employee information that is a type routinely disclosed in a business or professional context. The disclosure is limited to an individual's name and business contact information, including business title, address, telephone number, facsimile number, email address and does not reveal other personal information about the individual or personal information about another individual. An employee who has safety concerns regarding disclosure of their information related to employment responsibilities may refer to procedure H.S.1.2.1 Prevention of Violence for details about the reporting mechanism. The employee may also disclose safety concerns to the associate vice president, Employee Services.

C. Use of an Employee's Emergency Contact Information

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1. Under Section 34(1) of the *FOIP Act*, SAIT is permitted to collect emergency contact information from the employee containing personal information about other individuals.
2. SAIT may use the employee's emergency contact information that the employee has provided to SAIT, only so that SAIT may contact the designated emergency contact individual. Release of this information is only authorized by the associate vice president and/or the director, HR Operations, Employee Services.

POLICY/PROCEDURE REFERENCE

AD.1.1	Privacy policy
AD.1.1.1	Personal Information – General Guidelines procedure
AD.1.1.2	Confidentiality of Student Information procedure
AD.1.1.4	Formal Access to Information procedure
AD.1.1.5	Privacy Complaints procedure

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