

Personnel Records Policy



Diocesan Commitment

The Diocese recognizes the importance of information and records management with respect to employee and clergy personnel information. The purpose of the Personnel Records Policy is to provide clear expectations to employees on the creation, use, retention and disposition of personnel files and personal information.

Access to Policy

The policy shall be posted on the Diocesan website and on the Diocesan common drive ([Q:\Human Resources\Policies](#)).

Scope

This policy applies to clergy and employees of the Diocese, whether full-time, part-time or contract (referred to collectively as “Members”).

Policy Statement

The Incorporated Synod of the Diocese of Toronto (the “Diocese”) has a centralized record management process for the creation, use, retention and disposition of personnel files. Every Member has a confidential and secure personnel file located in the Archives/Records Office. All personnel files are the property of the Diocese.

Policy

Purposes of Collecting and Using Personal Information

Personnel files will include personal information about potential, current or former Members that is reasonably required to establish or manage the working relationship, or to manage the post-working relationship. The personal information required to administer the working relationship varies with each individual Member. The factors that will determine the nature and extent of the personal information that may become relevant include, among others, the length of the working relationship, career choices, and individual performance. Members can reasonably expect that the Diocese requires personal information for the purposes set forth in Appendix A.

Sharing of Personal Information

The Diocese may transfer Members’ personal information to a third-party service provider from time to time for the purposes described in this Policy. In the case of a transfer of personal information to third-party service provider to process or store personal information on the Diocese’s behalf, the Diocese will

ensure that such third party has agreed to safeguard personal information and will use the information only for the purpose(s) for which it is being provided.

The Diocese will not transfer or disclose personal information to a third party without the Member's consent, except as set forth herein or as may be permitted or required under applicable law.

Security of Personal Information

The Diocese maintains reasonable physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information being retained. These safeguards are designed to help prevent any Member's personal information from loss and unauthorized access, copying, use, modification or disclosure. The Diocese has taken steps to help ensure that personnel files can be accessed only on a "need-to-know" basis.

Accessing Personal Information

A Member may submit a written request to the Director of Human Resources to access their personnel file. When requesting access, the Diocese may require specific information from the Member to confirm their identity. No Member may alter or remove any document from their Personnel File. Human Resources or their designate must be present when a Member is viewing their personnel file.

A Member's right to access all their personal information that the Diocese may have in its possession is not absolute. There are instances where applicable law or regulatory requirements allow or require the Diocese to refuse to provide some or all of the personal information that it may hold about a Member. If the Diocese cannot provide a Member with access to their personal information, it will endeavor to inform the Member of the reasons why, subject to any legal or regulatory restrictions.

Access to Personnel Files is restricted to authorized personnel where it is necessary for the performance of their duties, including but not limited to Human Resources, Archives, Payroll, Legal advisors, internal auditors, the Member's supervisor, the Executive Director and the College of Bishops.

Updating Personal Information

It is important that the information contained in Diocesan records is both accurate and current. If a Member's personal information happens to change during the course of their relationship with the Diocese, the Member is required to advise the Diocese of such changes by contacting Human Resources or Payroll.

Retention

The Diocese will retain each Member's personal information for as long as necessary to fulfill the purposes for which it was collected or as required by law.

Revisions To This Policy

From time to time, the Diocese may make changes to this Policy to reflect changes in its legal or regulatory obligations or in the manner in which it manages its Members' personal information. Members will receive notice of any material changes to this Policy.

Responsibilities under the Personnel Records Policy

Members

- Be familiar with this policy and adhere to it.
- Advises Human Resources and/or Payroll of any changes to personal information.

Supervisors

- Be familiar with this policy and adhere to it.

Human Resources

- Be familiar with this policy and adhere to it.
- will retain each Member's personal information for as long as necessary to fulfill the purposes for which it was collected or as required by law
- Ensure appropriate transfer of Members' personal information to a third-party service provider

Archives

- Be familiar with this policy and adhere to it.
- Ensure the confidentiality and security of personnel files located in the Archives/Records Office
- Will retain each Member's personal information for as long as necessary to fulfill the purposes for which it was collected or as required by law
- Ensures that only authorized personnel have access to personnel files

College of Bishops

- Be familiar with this policy and adhere to it.
- Ensure that Members will receive notice of any material changes to this policy

APPENDIX A – Personnel Records Policy

The type of personal information that the Diocese may collect for the purposes set out above includes, but is not limited to the following:

- Name
- Age/date of birth
- Social Insurance Number
- Home address
- Personal telephone number and email address
- Gender or gender identity
- Marital and family status
- Emergency contact information
- Visa information, or other enhanced entry document
- Previous work history and references
- Resume, CV, or related employment or contract application materials
- Record check (including education, qualifications, licences, employment, criminal)
- letters *Bene Decessit*
- Language and other job-related skills
- Ordination documentation
- Letters of offer or acceptance of employment, contract opportunities, appointment letters
- Interview notes
- Information respecting fitness for work
- Consent forms
- Training and coaching records
- Letters of Commendation
- Professional assessments and investigations
- Disciplinary documentation and associated communications
- Workplace accidents/Health & Safety documentation
- Promotion/demotion
- Service, including breaks in service
- Vacation and leaves of absence
- Payroll, salary, and financial account information
- Pension and benefit information, including employee health and dental benefits, short- and long-term disability, life insurance, optional life insurance, accidental death & dismemberment, medical and dental care
- Disability
- Performance evaluations
- Information regarding use of Diocesan resources
- Information regarding immigration status and eligibility for work