

Medical Leaves of Absence

Policy No. 202.6

Confidentiality Related to Employee Medical Information

Preamble

The purpose of this policy and its attendant is to protect the confidentiality of employees' specific data, files, medical certificates, documents and other information in the care of School District No. 91 (Nechako Lakes). This policy covers all persons working or volunteering, both during and after their business with the district has been completed or terminated. It prohibits confidential information from being accessed, disclosed or released in any format to or by any person/business that does not have a 'need to know,' without the proper consent of the individual involved and the school district.

Conduct of Personnel

All employees are expected to act professionally and maintain confidentiality at all times with respect to employee medical information, whether dealing with actual records, data collection or conversations.

Disciplinary Action for Non-Compliance

Violation of this policy and/or its regulars is cause for disciplinary action up to and including dismissal.