

**Appendix F - Procedures for Staff Access to Human Resources Personal
Information
Town of Newmarket
Protection of Personal Information Policy CORP.1-0X**

All personal information maintained by Human Resources is collected, used and maintained in accordance with Appendix B and as outlined in the Consent to the Collection, Use and Disclosure of Personal Information Form. The following procedures outline how staff can access their personal information as maintained by the Human Resources Department.

1. Employees can request access to their own information by calling their Human Resources representative and making arrangements to access their personnel and medical files in Human Resources. The meeting must be scheduled in advance at a mutually agreeable time. (Human Resources may ask the employee to show identification if necessary.)
2. Employees shall be granted access to information contained within their personnel files except under certain limited circumstances.
 - a. A supervisor's notes may contain witness statements or other information for use in investigations.
 - b. In the case of a recruitment process, employees may request feedback from their HR representative.
3. Employees will not be provided access to:
 - a. Records dealing with Labour relations matters;
 - b. Records related to investigations.