

## **Managing Employee Information Panel**

Chair: Susan Dumont

Panel:

Elaine Noel-Bentley

Cindy Roberts

Jim Skinner

### **Scenario 1:**

A former employee residing in Manitoba requests in writing 'all information' that your company has. The employee was employed from 1993 to 2005 when she left the company. There are no outstanding issues with the former employee. Your company (not a federal undertaking) is national with branches throughout Canada. The head office is in Calgary.

Which law applies?

Are there company privacy and access policies?

Effect of company policy procedures on delivery, retention, etc.: Internal processes

### **Scenario 2:**

An employee on long term disability and residing in Vancouver requests in writing his "personnel & medical file". The union permanent employee was hired in 2001. There is a current grievance with the former employee. Your company (not a federal undertaking) is a provincially incorporated company with several British Columbia locations. The head office is in Vancouver, British Columbia.

Which law applies?

How does the grievance affect the access request for files?

Will the Labour Relations' investigation report be released?

### **Scenario 3:**

An employee located and working in Calgary has made a complaint to the Privacy Commissioner concerning disclosure of personal medical information including diagnosis & treatment to her immediate supervisor. The supervisor requested a review of the employee file located in Calgary which contained some medical information. When the employee requested his employee file, he noted the supervisor's post-it note on his medical report. Your Alberta based company has outsourced disability management to an Ontario company which also has the employee's medical information. Now the employee requests 'all information'

Does this request require your company to include the personal information stored with the outsourcer?

Your analysis of the complaint, internal investigation and possible solutions.

Whistleblower protection.