

## AU0900 - EMPLOYEE INFORMATION, RELEASE OF

### 1.0 DEFINITIONS

TERM	DEFINITION
<b>Employee</b>	A person currently employed by Interior Health (IH) who is active on the payroll.
<b>Employee Information</b>	Information, both personal and job-related, provided to and/or known to IH, whether written or verbal, related to the employee.
<b>Qualified privilege</b>	IH's right to divulge information to those with a legitimate need to know, provided the information disclosed is factual and given without malice.

### 2.0 POLICY

Employee Information is proprietary and confidential to IH and may be released only within the parameters described.

### 3.0 PROCEDURE

#### *Human Resources*

- Receive all inquiries for Employee Information
- Release Employee Information **only** upon written consent of the Employee
  - Exceptions include personal references or recommendations supplied by others, including personal evaluation done by other employees or colleagues
- Release information as required by law or legal proceedings in strict compliance with such legislation or legal proceedings.

Policy Sponsor: VP, Human Resources	1 of 1
Policy Steward: Director, Labour & Employee Relations	
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