

**POLICY 8.22 – Access to Personnel File**

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Subject:** Access to Personnel File

**Approving Authority:** Board of Governors

**Responsible Officer:** Associate Vice-President (Human Resources)

**Responsible Office:** Human Resources

**Related Procedures:**

**Related University Policies:** [MAPP 1.23 – Guidelines on Access to Information and Protection of Privacy](#)

**Effective Date:** May 4, 2017

**Supersedes:** June 26, 2002; September 10, 1999  
*[Previously MAPP 8.32 – Access to Personnel File]*

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**I. PURPOSE**

This policy describes the right of Select Administrative Group Employees (SAGE) members to access, correct or add information in personnel files maintained in Human Resources at Western. It will be interpreted and applied in accordance with Western's Guidelines on Access to Information and Protection of Privacy and all applicable legislation including, but not limited to, the *Freedom of Information and Protection of Privacy Act*.

**II. DEFINITIONS**

**"Personnel File"** means those records maintained in a Personnel File maintained by Human Resources or on the Human Resources Information System, pertaining to the employment of a SAGE member.

**III. POLICY**

1.00 Information contained in the personnel file is confidential and its contents will not be disclosed

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3.00 Upon the request of the SAGE member, a copy of the information contained in the personnel file will be provided at the member's expense.

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