

## SAMPLE EMPLOYEE PRIVACY POLICY

This Employee Privacy Policy applies to the personal information of all individuals who seek to be, are or were employed by ABC Co. (collectively, an "employee").

ABC Co. is committed to protecting and securing the employee personal information entrusted to us by our employees. Our priority is to ensure workplace privacy in accordance with generally accepted privacy principles and the data protection laws that apply to ABC Co. from time to time. This Employee Privacy Policy stands as a reflection of our commitment to privacy.

### WHAT IS PERSONAL INFORMATION?

For the purposes of this Employee Privacy Policy, personal information is information about an identifiable employee, such as an individual's home address, home phone number, Social Insurance Number, age, family status, compensation, education, performance reviews, corrective/ disciplinary actions, employment-related credit checks, health information and insurance records.

Employee personal information does not include:

- "business contact information": information that enables an employee to be contacted at work, including his/her title, business e-mail address, business mailing address or business phone number; or
- "work product information": information prepared or collected by an employee as part of their employment responsibilities.

### 1. ACCOUNTABILITY

*Who is accountable for employee privacy protection at ABC Co.?*

ABC Co. is responsible for the employee personal information under its control. Toward that end, ABC Co. has established internal procedures to comply with this Policy and has designated a Privacy Officer to be accountable for compliance with the following principles.

- 1.1 The Director of Human Resources will work with the Privacy Officer to create standards and procedures for compliance with the principles set out in this Policy.

The Privacy Officer will delegate responsibilities to one or more ABC Co. employees to act on his or her behalf, and to oversee the day-to-day management and processing of employee personal information.

- 1.2 ABC Co. is accountable for employee personal information that has been disclosed to a third party for processing. ABC Co. shall use contractual or other means to ensure that third parties provide a comparable level of protection while information is being processed by them.
- 1.3 To give effect to the principles of privacy, in addition to developing this Privacy Policy, ABC Co. has:
  - 1.3.1 Established standard human resources procedures that reduce the risk of unauthorized access, use or disclosure of personal information, including a Code of Conduct;
  - 1.3.2 Established a procedure to receive and respond to employee access requests, inquiries or complaints; and
  - 1.3.3 Established procedures outlining the limits on employee privacy, such as ABC Co.'s right to monitor the employee's use of the company's computer system and network, and the right to access the employee's work e-mail account, Internet usage logs and files stored on ABC Co.'s computer equipment.
- 1.4 ABC Co. will take all appropriate measures to honour employee privacy rights, including disciplinary action, up to and including dismissal, against an employee who violates another employee's privacy.

## 2. COLLECTION AND USE OF PERSONAL INFORMATION

*What information is collected, used and disclosed about employees?*

Employee information is routinely collected and subsequently used during each employee's tenure with ABC Co. for generally accepted employment-related purposes. It is updated periodically in accordance with legal and regulatory requirements and internal policies.

2.1 ABC Co. obtains employee personal information in order to establish, manage and terminate the employment relationship either directly from the employee; or from other sources, with the employee's consent or where permitted or required by law. Purposes for collecting and using employee personal information include the following:

- Assessing candidacy when applying for employment. For example, information on resumes and application forms, results of criminal records checks and data collected from references can be collected, used and disclosed in the hiring process;
- Contacting employee or designate(s) outside of work, e.g. business resumption planning purposes, health emergencies;
- Administering compensation; e.g. information is shared for salary reviews, and determining performance incentive bonuses;
- Payroll processing;
- Offering, authorizing or administering benefits (related documents include benefit updates, vacation and leave of absence records or treatment records);
- Performance management; e.g. performance reviews, corrective/ disciplinary action;
- Workplace accommodation;
- Training/education, succession planning, and assisting ABC Co. employees with career development plans;
- Investigating workplace safety concerns or complaints;
- Monitoring use of ABC Co. computer systems, networks, and other resources;
- Investigating a suspected breach of contract, a violation of ABC Co.'s policies and procedures, or a contravention of the law; and
- Complying with legal/regulatory obligations.

2.2 ABC Co. shall only collect and use personal information that is necessary for the purposes identified in section 2.1.

2.3 ABC Co. shall inform employees, orally or in writing of the purposes outlined in section 2.1. This obligation to notify is satisfied if the employee is provided with a copy of this Policy.

2.4 ABC Co. has guidelines in place that limit access to employee personal information on a need-to-know basis.

**\* END OF SAMPLE \***

**Complete sample policy is 8 pages in length. Other topics covered in this policy include:**

- Disclosure of employee personal information
- Consent
- Retention of employee personal information
- Accuracy of employee personal information
- Safeguarding employee personal information
- Transparency
- Access by an employee to their personal information
- Challenging compliance

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