## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section HUMAN RESOURCES 725

Management Guideline

CONFIDENTIALITY OF MEDICAL RECORDS

Applicable Policy

Board Approved: November 16, 2021 Reviewed: September 14, 2021 Review By: December 2026

## **PURPOSE**

To provide direction and information regarding the management of the Superior Greenstone District School Board employee confidential medical records.

## **OPERATING PROCEDURES**

## 1. Responsibilities

Responsibilities of the Disability and Wellness Administrator or designate:

 Employee medical records received by the Disability and Wellness Administrator, or designate, are kept in strictest confidence by the Disability and Wellness Administrator or designate.

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