



Personnel Files

SEC will maintain an up-to-date personnel file for each employee in accordance with applicable legislation. The administration of personnel files shall be in compliance with the provisions of *The Manitoba Freedom of Information and Protection of Privacy Act* (FIPPA), *The Personal Health Information Act*, *The Personal Investigations Act*, and *The Public Schools Act*.

The establishment and maintenance of employee personnel records is the responsibility of the Director of Operations. The files maintained by Administration are considered to be the official personnel files for all employees of SEC.

All personnel files are private and confidential. All personnel files are electronic.

The attached procedure provides details on file location, access and documentation

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