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:

i. 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.

ii.