702 Confidentiality of Personal Information, All Staff

Revised: May 2025

Personal information for individual University employees, including earnings, home address, marital status, and social insurance number, may not be released to enquirers by Human Resources or any other University department without prior written authorization from the employee in question, unless legally required. Enquirers are all persons not presently employed by the University or any University employee who cannot demonstrate a legitimate need-to-know for administrative purposes such as staffing.

Employees may review their Human Resources files. To do so, an employee should submit a written request to Staff Relations, Human Resources. An appointment to review the file will normally be arranged within three working days of receiving the request.

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