



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Personal Information Policy	HR-010	086/22	March 29/2022	1	NO

Policy Objective:

To set a policy to protect the personal information of the Employees of the Municipality

Policy:

The Town of Blaine Lake is committed to the protection and privacy of the personal information of all the employees and council that work for the Town of Blaine Lake.


Procedure:

1. Personnel files for the Town of Blaine Lake shall be kept in the office of the Chief Administrative Officer for the Town of Blaine Lake
2. Information from the files of individual employees shall not be shared with anyone unless a written consent is given by the employee for any others to access the information. This includes, but not limited to, the spouse or significant other of the employee, a council member of the Town of Blaine Lake, and other employees.
3. Only the Chief Administrative Officer is allowed access to the files. The Assistant Administrator may, from time to time, under the direction of CAO, be given access to the file in order to place information into the personnel file or to help the individual employee review their own file.

HR-010

TOWN OF BLAINE LAKE

Policy Title: Personal Information Policy
 Date Issued: March 30, 2022 Res # 086/22
 Replaced – Res # N/A



Mayor

Certified True Copy of the Original Document

