

# The Roman Catholic Diocese of Burlington

## H.R. Policies and Procedures

<b>SUBJECT: Employee Privacy</b>	<b>Policy Number HR 0007</b>
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: January 1, 2014

### EMPLOYEE PRIVACY POLICY

The Roman Catholic Diocese of Burlington is committed to respecting the privacy of each employee as well as abiding by all laws set forth. The Roman Catholic Diocese of Burlington retains the rights and privileges to seek, lawfully use, and safeguard employment related information regarding its employees, therefore:

1. Any request for information about a current or past employee will be forwarded to the Human Resources Office, since individuals and the Roman Catholic Diocese of Burlington may be held liable for any inaccurate or false information released. The only information shared per written request will be date of hire, date of termination and position held; except as required by law or by order of a court of competent jurisdiction.
2. Employees are permitted to inspect information in their personnel file. The file will be made available after an appointment is scheduled with the Director of Human Resources. (Employee may be charged a reasonable fee for copies of their files.)
3. It is our policy to maintain confidentiality in regards to employee records, even after termination, therefore should an employee leave the Roman Catholic Diocese of Burlington there will be no disclosure of their file except as required by law or by order of a court of competent jurisdiction.

Any violation of this policy will result in disciplinary action up to and including termination.

***\*This policy replaces, revokes, and rescinds all former, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.***