

Policy Number:	PRIV-1-3
Policy Name:	Collection, Use and Disclosure of Personal Employee Information
Issued:	09.2021
Revised:	

PREFACE

McMan South Region (referred to as “McMan”) has business, ethical and legal responsibilities to protect all forms of personal and personal employee information in its custody and/or control (see DEFINITION section of Privacy Charter – PRIV-1-0).

The purpose of this policy is to establish general guidelines and responsibilities for the collection, use and disclosure of personal employee information.

This document should be read in conjunction with McMan’s Privacy Charter - PRIV-1-0 and all of the related policies and procedures referenced therein.

POLICY

Collection of Personal Employee Information

1. Personal employee information may be collected, without consent, for the purposes of recruiting potential employees, managing an existing employee, or terminating an employee, if the information is limited to that required to support the work or relationship the employee has with McMan. The purposes for collection of personal employee information may include, but are not limited to:
 - a. Enabling professional development
 - b. Ensuring employee health and safety
 - c. Managing McMan finances
 - d. Processing of salary payments
 - e. Obtaining contract services
 - f. Human resources administration
 - g. Evaluation of employees / performance appraisals
 - h. Employee recruitment, classification, and compensation
 - i. Employee evaluation
 - j. Occupational health and employee benefits administration

Use and Disclosure of Personal Employee Information

2. McMan uses and discloses personal employee information of existing or past employees only for the purposes of recruiting potential employees or for reasonable employee management purposes identified above.
3. For all other purposes, McMan will obtain the consent of the individual using the Consent Form to authorize the use and disclosure of personal employee information. Refer to Consent Form for

Release / Disclosure of Personal Information and in accordance with consent standards, refer to PRIV-1-4 – Consent and Notification Standards for Personal Information.

Notification Requirements

4. Whether or not consent is required, all potential, existing, and past employees will be notified of the purposes for which their personal employee information is collected, used, and disclosed before the information transaction takes place.
5. McMan notifies individuals through the use of appropriate forms, posters, verbal statements, electronic statements, including e-mails, brochures, or other forms of communication.

APPENDICES

Appendix #TBD - Consent for Release of Personal Information