**The Salvation Army**

**Women’s Counselling Centre**

**POLICIES & PROCEDURES MANUAL**

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| Section: | Human Resources |
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| Date Created: | June 2009 |
| Date Reviewed: | July 2017 |
| Authority: | Director |

# Personnel File – Access and Retention

**Policy:**

It is the policy of the Women’s Counselling Centre that employees will have reasonable access to their Personnel file. The Personnel File will be kept for the time specified in The Salvation Army Operating Policies.

**Procedure:**

A Personnel File shall be the sole property of The Salvation Army Corps/Facility/Office. Any disclosure to any outside bodies shall be on written consent of the employee only.

Personnel Files will be kept in the Director’s office in a locked filing cabinet.

An employee has the right at any time to view his/her Personnel file. Prior notification of the desire to view the file must be given.

If copies are requested, these will be provided at the employee's expense. No information should be placed on an employee's file, without their prior knowledge (ie performance reviews, warning records, etc.).

While all employment records, payroll registers and payroll-related data should be maintained for seven years, in Ontario, for Pay Equity Purposes, all such records dating back to January 1, 1989 should be retained indefinitely.