



# Record Retention Policy (Human Resources) - Alberta

## Intent

The intent of Town of Thorsby's Human Resources Record Retention Policy is to outline record retention guidelines in accordance with legislative requirements.

## Definitions

Personal Employee Information means, in respect to an individual who is a potential, current or former employee of an organization, the personal information that is reasonably required by the organization for the purposes of:

- i. Establishing, managing or terminating an employment or volunteer-work relationship; or
- ii. Managing a post-employment or post-volunteer-work relationship.

Personal Information means information about an identifiable individual.

Record means a record of information in any form or in any medium, whether in written, printed, photographic or electronic form or any other form, but does not include a computer program or other mechanism that can produce a record.

## Guidelines

In accordance with the *Personal Information Protection Act (PIPA)* of Alberta, Section 35 (1), an organization may retain personal information only for as long as the organization reasonably requires the personal information for legal or business purposes (Province of Alberta, 2010).

Additionally, Section 35(2) states that within a reasonable period of time after an organization no longer reasonably requires personal information for legal or business purposes, the organization must:

- a) Destroy the records containing the personal information; or
- b) Render the personal information non-identifying so that it can no longer be used to identify an individual.

Section 35(3): Subsection (1) applies notwithstanding any withdrawal or variation of the consent of the individual that the personal information is regarding.

## Personal Information

Town of Thorsby commits to collecting and retaining personal information, as listed below, for the sole purpose of managing its business. Town of Thorsby further commits to destroying any identifying individual information in accordance with *PIPA*.

- Name
- Address
- Start Date of Employment
- Social Insurance Number (SIN)
- Education History
- Date of Birth
- Telephone Number
- Beneficiary Information
- Payroll Records

## Record Retention

In accordance with Alberta's *Employment Standards Code*, subsection 15, Town of Thorsby will retain all employee records for a period of three (3) years after the date they were made. After this time, if these records are reasonably determined to no longer be needed, they will be destroyed or rendered such that the personal information is non-identifying.

In accordance with Alberta's *Occupational Health and Safety Code, 2009*, subsection 20(4), records of airborne concentrations of harmful substances must be retained for at least three (3) years.

In accordance with Alberta's *Occupational Health and Safety Code, 2009*, subsection 58, Town of Thorsby will keep all records respecting entry and work into a confined space for at least one (1) year if no incidents occurred during the entry, and at least two (2) years if an incident occurred during the entry.

In accordance with Alberta's *Occupational Health and Safety Code, 2009*, subsection 183(3), records of every acute illness or injury that occurs at the worksite must be retained for at least three (3) years from the date the incident is recorded.

In accordance with Alberta's *Occupational Health and Safety Code, 2009*, subsection 220(2)(b), where noise exposure assessments are produced, the record of these must be retained for as long as Town of Thorsby operates in Alberta.

In accordance with Alberta's *Occupational Health and Safety Code, 2009*, subsection 534, all records produced related to mining must be retained for a period of not less than twelve (12) months, unless otherwise noted.

In accordance with Alberta's *Occupational Health and Safety Code, 2009*, subsection 552(b), where operating a coal mine, Town of Thorsby will ensure that records of the site's emergency warning system tests are kept for a period of at least three (3) years.

In accordance with Alberta's *Occupational Health and Safety Code, 2009*, all records of:

- Modifications, installations and repairs to electrical equipment in a mine, subsection 562(2)(a);
- Tests of mobile electrical equipment, subsection 565(2)(a);
- Tests of ground electrodes, subsection 570(2)(a);

must be retained for at least two (2) years following the activity.

In accordance with Alberta's *Occupational Health and Safety Code, 2009*, all records of:

- The maintenance of rubber-tired, self-propelled mining equipment, subsection 587(2);
- The use of explosives in a mine from a magazine, subsection 618(2);
- Training provided to workers in the use of self-rescuer systems, subsection 692(e);

must be retained for at least three (3) years following the activity.

## Payroll Records

Canada Revenue Agency requires the retention of all employee records pertaining to taxation and payroll for at least six (6) years from the end of the last taxation year. These records can be kept in paper or electronic format. They include:

- CPP contributions, as per the *Canada Pension Plan*, subsection 24(2);
- EI premiums, as per the *Employment Insurance Act*, subsection 87(3);
- Taxes withheld, as per the *Income Tax Act*, subsection 230(4)(b);
- The hours worked by each employee;
- Form TD1, Personal Tax Credits Return;
- Form TP1015.3, Source Deductions Return (Quebec only);
- Canada Revenue Agency letters of authority which allow organizations to reduce the tax deductions for certain employees for a specific year;
- All information slips issued and returns filed.

## Acknowledgement and Agreement

I, \_\_\_\_\_ (Employee Name),  
acknowledge that I have read and understand the Record Retention Policy (Human Resources) - Alberta of  
Town of Thorsby. Further, I agree to adhere to this policy and will ensure that employees working under my  
direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may  
face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_