

POLICY No. 44

CLERGY PERSONNEL FILES

1. Term definitions

Clergy personnel files are all documents the Diocese of Sault Ste. Marie keeps on record in regard to each clergy member.

2. Intent of the directive

At no point will any information contained within any of the clergy files be communicated publicly without the prior written consent of the cleric, unless required by law or as permitted under the Freedom of Information policy.

Notwithstanding the above, clergy *may not* review any documentation that would violate the confidentiality of another cleric.

3. Policy

A. Clergy rights – File access

Clergy shall be allowed to review their files. Clergy who wish to review their files must submit a request to view the files a minimum of 5-10 business days prior to the date of review. Clergy must be accompanied by a delegate of *The Roman Catholic Episcopal Corporation For The Diocese of Sault Ste. Marie, in Ontario, Canada.* while viewing their file(s).

B. Clergy rights – Accuracy

Clergy may challenge the accuracy of documentation in their personnel file(s), request that corrections be made, and request that a written note of their comments be added as an annotation to the documentation.

C. Clergy rights – File reproduction

Clergy may request copies of documentation included in their personal file(s).

D. Clergy rights – Extended to former clergy

Any clergy ministered in the Diocese of Sault Ste. Marie and who requests access to his personnel file(s) must provide photo identification. The request and viewing processes shall be the same as for current clergy of *The Roman Catholic Episcopal Corporation for the Diocese of Sault Ste. Marie, in Ontario, Canada.*

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E. Third party access

Any third party who requests access to clergy personnel file(s) must provide photo identification and written authorization stating that they are permitted by the cleric to review their file. The request and viewing processes shall be the same as for current clergy of *The Roman Catholic Episcopal Corporation for the Diocese of Sault Ste. Marie, in Ontario, Canada*. Note: only those documents such as the Last Will and Testament or the Power of Attorney will be made available.

F. File ownership

All information maintained in the clergy personnel files are the sole property of *The Roman Catholic Episcopal Corporation For The Diocese of Sault Ste. Marie, in Ontario, Canada*. The removal of any documentation or information from personnel files by clergy or third parties is strictly prohibited.

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