



Issue Date: Feb 2008	Effective Date: Feb 5, 2008	Responsible Agency: Comptroller General/Compensation and Benefits	Directive No: 819-1
Chapter: Control of Expenditures			
Directive Title: CONFIDENTIALITY OF PAYROLL INFORMATION			

1. POLICY

The Government has the responsibility to protect the confidentiality of personal payroll information contained in the government's payroll and human resources information system. The release of this information must respect the employee's right to privacy, must be appropriate to each specific case and be consistent with the *Access to Information and Protection of Privacy Act*.

2. DIRECTIVE

No employee or agent of the Government shall release personal payroll information obtained as a result of their relationship with the government, except in those circumstances indicated in Section 3, Provisions.

2.1. Forms of Communication

Releasing personal payroll information includes all forms of communication (e.g., verbal, e-mail, fax, photocopy, etc.).

2.2. Information Particulars

Personal payroll information contained within the government's payroll and human resources information system includes, but is not limited to the following:

- a) salary, wages, or any other type of remuneration paid or payable to an employee,
- b) benefits provided to an employee,
- c) marital status,
- d) dependent status,
- e) health status,
- f) age, and



g) social insurance number.

3. PROVISIONS

- 3.1. Where legislation, a court order or the terms of a collective agreement require the release of personal payroll information, the information shall be released in accordance with directions established within such documents. The Deputy Minister of Human Resources or delegate shall review and provide approval of all such requests from the human resources information system. The Deputy Minister of Finance or delegate shall review and provide approval of all such requests from the payroll system.
- 3.2. An employee may request in writing that the Director of Compensation and Benefits, or the appropriate Regional Director of Finance release his/her personal payroll information. The nature of information to be released, and the party to whom the release shall be made, is to be identified in the written request.
- 3.3. The foregoing restrictions shall not apply to personal payroll information that the Deputy Minister of Human Resources or the Deputy Minister of Finance may deem necessary or beneficial to provide to government departments, the federal government, or contractors requiring information to conduct government business.