

## Fact Sheet

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# Access Records Management and Privacy Guidelines for Search Committees

## Introduction

1. As a member of a search committee, you will be provided with a variety of records, including letters of application, resumes and reference reports. In the course of participating in the search process, you may annotate these records or create new records regarding various candidates, including ranking forms, comment sheets, and score cards.
2. The search committee will keep a confidential summary record of its decisions and actions. Deliberations of the Committee concerning candidates are not to be recorded.
3. UVic is subject to the Freedom of Information and Protection of Privacy (FIPA). Under section

PEA

10. A member of the selection committee may take notes of the discussions at committee meetings. These notes form the basis for the summary record. Therefore, notes considered transitory and should be securely destroyed upon approval of the summary record. Records that are relied upon by the selection committee to make its decision must be retained by the committee Hiring Manager for at least one year and usually after that year has expired, must be disposed of in a secure manner. There may be certain records that, for the purposes of supporting future searches or to improve future search procedures, may be selectively kept for longer than one year.

## Access to Records

11. Under the FIPPA, any person may request that UVic disclose records, regardless of whether those records were relied upon to make a decision. UVic's obligation to respond to such a request is limited to those records that are in its custody or under its control at the time the request is made. If records have been disposed of (as set out above) prior to a request having been made, then UVic no longer has any obligation (or ability) to dis