

## **Personnel Records**

A personnel record will be established and maintained for each employee. The records of all certified personnel shall be kept in confidence and be maintained by the Secretary for Catholic Schools. All non-certified personnel records will be maintained by the school principal. An employee may review with the Secretary of Catholic Schools or the school principal his or her own personnel file by making a mutually agreed upon appointment to do so. Any further access will be limited to the Bishop, the Pastor, the Diocesan Secretary for Schools, the Moderator of the Curia and Diocesan Legal Counsel.