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Building *Nunavut* Together  
*Nunavut* liuqatigiingniq  
Bâtir le *Nunavut* ensemble

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Office of Minister David Joanasie  
Havakvingni Ministam David Joanasie  
Bureau du ministre David Joanasie

Mr. Graham Steele  
Information and Privacy Commissioner  
PO Box 1000, Station #270  
607 Queen Elizabeth II Way  
Iqaluit, Nunavut X0A 0H0  
tel: (867) 979-3081 | email: [admin@atipp-nu.ca](mailto:admin@atipp-nu.ca)

**BY EMAIL ONLY**  
**CONFIDENTIAL**

May 4, 2021

**RE: Commissioner's Final Report**  
**Review Report: 21-187**  
**File: 20-167-5**

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Dear Graham Steele:

I am responding to your letter dated February 5, 2021 regarding Commissioner's Final Report 21-187 on a request for access review of file 20-167-5. In the Commissioner's Final Report 21-187, you provided three (3) recommendations to the Department of Education. Please find my responses to your referenced recommendations below.

- 1. I recommend that the Department of Education not place WSCC claim information in the school-based personnel file, except to the limited extent necessary for management of the school, e.g. the Functional Abilities Form that informs school management of workplace accommodations required as a result of a work-related injury.**

*The Department of Education agrees to work toward changing the practice of placing WSCC claim information into school-based personnel file(s), by limiting information stored. For example, a Functional Abilities Form provides accommodation needs of an employee and guidance to the management of the school.*



2. **I recommend that any WSCC claim information that is kept in the schoolbased personnel file be segregated in some manner, perhaps by placing it in its own envelope, so that the WSCC claim information cannot be seen when the file is being reviewed for other purposes.**

*The Department of Education agrees to store WSCC claim information in an envelop when kept in a school-based personnel file. This preventative measure will ensure the protection of WSCC claim information when the file is “being viewed for other purposes”.*

3. **I recommend that the Department of Education bring this Final Report to the attention of the Department of Human Resources, and that the Department of Human Resources consider revising it's the GN Personnel Records policy (Section 1103 of the Human Resources Manual) to make Explicit.**

- a. where WSCC claim information is to be held;
- b. who may have access to WSCC claim information and under what circumstances;
- c. that WSCC claim information in a personnel file is not “disciplinary or performance-related”; and
- d. that WSCC claim information in a personnel file is to be handled in the same way as other confidential information.

*The Department of Education agrees to follow up with the Department of Human Resources with recommendations referenced from the Commissioner’s final review regarding the reassessment of GN Personnel Records policy (section 1103 of the Human Resources Manual). A focus will be placed on the following recommended areas: “a) where WSCC claim information is to be held; b) who may access WSCC claim information and under what; c) WSCC claim information is not “disciplinary or performance-related”; and d) WSCC claim information is to be handled in the same way as other confidential information.”*



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 Havakvingni Ministam David Joanasié  
 Bureau du ministre David Joanasié

I trust this letter has provided sufficient response to your recommendations on this matter. If you have any concerns regarding this letter, please contact the Manager of Policy, Mary Kilabuk, telephone (867) 975-5671 or by e-mail at [mkilabuk@gov.nu.ca](mailto:mkilabuk@gov.nu.ca).

Sincerely,

ᑕᑕᑕᑎ ᑦᑕᑕᑦᓯ  
 Hon. David Joanasié

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 Minister of Education  
 Minista Ilinniaqtuliriyitkunni  
 Ministre de l'Éducation