HS07 – Human Rights Complaint Files

These records relate to the activities of the Conflict Management & Human Rights Office (CMAHRO) in response to allegations of infringements under the Human Rights Code.

This records class is a Personal Information Bank.

Content & Scope
As required by the Ontario Human Rights Code, the University has a responsibility to provide an environment free from harassment and discrimination, and accordingly must deal effectively, quickly, and fairly with any situation involving claims of harassment or discrimination that come to its attention.

This records class excludes human-rights-based complaints which are referred to the Ontario Human Rights Tribunal.

The records include complaints, witness statements, notes of meetings, evidence gathered, agreements to mediate, memoranda of understanding, investigation reports, documents relating to the outcome of the investigation, and related correspondence.

Related Records
- For records of cases referred to the Ontario Human Rights Tribunal, see AD62 – Legal Proceedings.
- For records related to formal resolution of issues relating to students, see ST80 – Student Appeals Case Files, ST85 – Student Discipline Case Files, and ST88 – Student Grievances Case Files.
- For records related to formal resolution of issues relating to faculty and staff, see HR43 – Discipline (Faculty) Case Files, HR45 – Discipline (Staff) Case Files, and HR48 – Dispute Resolution and Grievances.

Responsible Unit
CMAHRO

Information Steward
Associate Vice-President, Human Rights, Equity & Inclusion

Information Confidentiality Classification
Restricted

Retention
- Files relating to staff under Policy 18: Indefinite.
- All other files: Retain until the final decision on the case has been rendered.

Disposition
Transfer to the decision-maker for the case to be retained under the records class appropriate to the case (see related records above).
Authority

- University of Waterloo Act, 1972.
- Policy 33 – Ethical Behaviour

Retention Rationale

The retention period for cases involving staff is based on Policy 18, Appendix C, Note 2 which specifies that all material pertinent to a human rights related complaint will be retained indefinitely in the CMAHRO.

Approval Date(s)

19 December 2011