

EMPLOYMENT STANDARDS TRIBUNAL

PRACTICE DIRECTIVE 2026-004

REDACTIONS

[2026-07-01]

PART 1 - GENERAL

1. PURPOSE

- 1.1. This Practice Directive sets out the parties' obligations to review and redact personal information in materials filed with the Tribunal in proceedings governed by the **Employment Standards Act** and the **Temporary Foreign Worker Protection Act**. Its purpose is to prevent unnecessary disclosure of personal information to other parties or the public; while ensuring the Tribunal receives the information it needs to decide the proceeding.
- 1.2. These review and redaction requirements apply to all materials filed with the Tribunal. Filing requirements are set out in **Practice Directive 2026-003** (Filing Requirements) [2026-07-01]. Parties may contact Tribunal staff for procedural clarification if they are unsure whether information should be redacted.

PART 2 - REDACTION REQUIREMENTS

2. GENERAL OBLIGATION TO REDACT

- 2.1. Parties are responsible for reviewing all materials before filing and **redacting personal information that is not necessary** for the Tribunal to decide the appeal or reconsideration.
- 2.2. "Personal information", as defined in the Freedom of Information and Protection of Privacy Act, means any information about an identifiable individual.
- 2.3. Filing materials without appropriate redactions may result in the Tribunal requiring corrected materials, restricting disclosure, or taking any other procedural step it considers appropriate.

3. PERSONAL INFORMATION COMMONLY REQUIRING REDACTION

- 3.1. Where the information is not necessary for the Tribunal to decide the appeal or application for reconsideration, parties must redact personal information such as:
 - social insurance numbers;
 - birth dates (other than year, if relevant);
 - bank account, credit card, and financial account numbers;
 - personal email addresses and telephone numbers;
 - residential addresses;

- signatures of individuals other than the filing party; and
- information relating to individuals who are not parties.

4. **FORMATTING OF REDACTIONS**

- 4.1. Redactions must be made so that the information cannot be viewed, recovered, or read.
- 4.2. Highlighting, shading, or obscuring text without proper redaction is not sufficient.

PART 3 – EFFECTIVE DATE AND APPLICATION

5. **EFFECTIVE DATE AND TRANSITIONAL APPLICATION**

- 5.1. This Practice Directive applies to proceedings commenced on or after July 1, 2026, unless the Tribunal orders otherwise.