

PERSONAL INFORMATION BANKS

EFFECTIVE JANUARY 1, 2012

1	Record Series Title	Accounts Receivable Billings / Payments
	Location	Audiology / Dispensary
	Legal Authority	Public Hospitals Act
	Information Maintained	Age, Sex, Insurance or Funding Agency, Address, Phone Number, Health Care Number
	Uses	To bill for services incurred by the client and/or goods received
	Users	Audiology/Dispensary
	Individuals in Bank	Dispensary Clients
2	Retention & Disposal	7 years
	Record Series Title	Advances Issued to Shaver employees 1994
	Location	Payroll
	Legal Authority	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Names, gross & net amount advanced
	Uses	To identify which individuals need to have a deduction applied upon termination or status change to recover in accordance with agreement to advance pay previously received
	Users	Payroll
3	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years from date of termination/retirement
	Record Series Title	ALC Long Wait Cases Survey Data
	Location	Health Data
	Legal Authority	Public Hospitals Act, Regulation 965 / Personal Health Information Protection Act / Limitations Act s.4 and s.15
	Information Maintained	Name, inpatient service, age cohort, number of days ALC, discharge destination type, smoker status, barriers to discharge (system, social/cultural, financial, special needs) including mental health and some medical history
	Uses	Analysis of long wait ALC patient population to help determine barriers to discharge
4	Users	Social Work, Health Data
	Individuals in Bank	ALC Patients
	Retention & Disposal	5 years
	Record Series Title	Annual Returns for WSIB/EHT/HOOPP
	Location	Finance
	Legal Authority	Income Tax Act, s.230 / Income Tax Act Regulations, s.5800 / Healthcare of Ontario Pension Plan / Workplace Safety Insurance Board / Ministry of Finance
	Information Maintained	Name, SIN, date of birth, salary, contributions made, employment status
5	Uses	To credit an individual with their relevant prescribed contributions
	Users	Payroll / Finance / Human Resources
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years
	Record Series Title	Audiology/Dispensary Clients
	Location	Audiology / Dispensary
	Legal Authority	CASLPO; PHIPA
6	Information Maintained	Age, Sex, Address, Health Card Number, Insurance Coverage, Phone Number
	Uses	Used to keep record of client visits and services
	Users	Dispensary / Audiology Department
	Individuals in Bank	Dispensary Clients
	Retention & Disposal	10 years
	Record Series Title	Backing Sheet & Receiver General
	Location	Payroll
7	Legal Authority	Employment Standards Act, s.15 / Collective Agreements / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Employee gross earnings and all deductions
	Uses	To balance biweekly payroll and remit all third party deductions
	Users	Payroll / Accounts Payable
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years
	Record Series Title	Benefit Billings
8	Location	Payroll
	Legal Authority	Employment Standards Act, s.15 / Collective Agreements / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Names, addresses, amounts owing for benefits
	Uses	To notify individuals of amounts owing and to record when payments are made
	Users	Payroll
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years
9	Record Series Title	Canada Savings Bonds
	Location	Payroll
	Legal Authority	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Name, address, telephone number, SIN, dollar amount of deduction biweekly, co-owner of bond if applicable
	Uses	To enter new Canada Savings Bond enrollments and/or deduction increases into meditech system
	Users	Payroll
	Individuals in Bank	Current and former employees
10	Retention & Disposal	7 years
	Record Series Title	CEO Personnel Files
	Location	Administration
	Legal Authority	Employment Standards Act, s.15(5)
	Information Maintained	Home address, phone number, performance evaluation, employment offer
	Uses	Record of employment history and to monitor performance
	Users	President, Catholic Health International; HDS Board Chair; V/P, Corporate Services, HDS
Individuals in Bank	CEOs	
Retention & Disposal	Permanent	

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10	Record Series Title	Confidential Exit Interview Tracking
	Location	Human Resources
	Legal Authority	Employment Standards Act, s.15 / Limitations Act, s.4 and s.15
	Information Maintained	Name, years of service, year of termination/retirement, reason for leaving the organization, personal opinion regarding the organization
	Uses	To identify turnover trends and opportunities for organizational improvement
	Users	Human Resources, Senior Management
	Individuals in Bank	Former employees
	Retention & Disposal	3 years
11	Record Series Title	Employee Benefit Billings
	Location	Finance
	Legal Authority	Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Name, SIN, date of birth, salary information
	Uses	To determine volumes and deductions
	Users	Finance / Payroll
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years
12	Record Series Title	Employee Benefit Files
	Location	Human Resources
	Legal Authority	Employment Standards Act, s.15 / Collective Agreements / Hospital Labour Disputes Arbitration Act (HLDA)
	Information Maintained	Name, SIN, Address, DOB, Gender, Beneficiary Information, Dependent Status
	Uses	Benefit administration, keeping employee's benefit information current
	Users	Human Resources
	Individuals in Bank	Current and former full-time employees of HDS and spouses/dependants
	Retention & Disposal	7 years from date of termination/retirement
13	Record Series Title	Employee Personnel Files
	Location	All Departments
	Legal Authority	Employment Standards Act s. 15(5)
	Information Maintained	Name, address, phone number, employment history, medical history
	Uses	To monitor employee performance and attendance
	Users	Occupational Health, Human Resources, Department Manager/Director
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years from date of termination/retirement
14	Record Series Title	Employee Personnel Files
	Location	Human Resources
	Legal Authority	Employment Standards Act, s.15 / Ontario Human Rights Code (hiring and interview notes) / Regulated Health Professions Act
	Information Maintained	Core employment information including: age, gender, DOB, marital status, education, employment history, social insurance number, address, phone number, banking information (institution and bank account number), emergency contact information, secondary language(s), performance records, letters of discipline, grievance documents, credentialing information
	Uses	Retain employment history, correspondence and/or Emergency Notification, Salary and Benefit Administration, Verification of Employment, Confirm Credentials
	Users	Human Resources
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years from date of termination/retirement
15	Record Series Title	Employee/Physician Occupational Health Files
	Location	Occupational Health
	Legal Authority	Public Hospitals Act / Public Hospitals Act, Regulation 965 / Occupational Health and Safety Act, s. 26 (1) / Occupational Health and Safety Act, Designated Substance O. Reg. 490/09, s. 30(1) / Workplace Safety and Insurance Act s.80
	Information Maintained	Name, address, phone number, DOB, medical history/chart notes pertaining to work (i.e. absences, fit testing, vaccinations, incident report, exposures)
	Uses	To assist with well-being and work abilities
	Users	Human Resources, Occupational Health
	Individuals in Bank	Current and former employees and physicians
	Retention & Disposal	40 years from date of termination/retirement
16	Record Series Title	Garnishees
	Location	Payroll
	Legal Authority	Income Tax Act, s.230 / Income Tax Act Regulations, s.5800 / Wages Act
	Information Maintained	Name, address, SIN, total amount of monies owing, % per pay to be deducted for repayment
	Uses	Authorization to deduct appropriate monies from pay
	Users	Payroll
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years
17	Record Series Title	Healing Garden Brick Orders
	Location	Public Affairs and Communications
	Legal Authority	Income Tax Act s. 230 / Income Tax Act Regulations s. 5800
	Information Maintained	Name, address, phone number, credit card payment number
	Uses	For billing and receipting purposes
	Users	Public Affairs and Financial Services
	Individuals in Bank	Anyone purchasing a Healing Garden Brick
	Retention & Disposal	7 years
18	Record Series Title	Health Records - Patient Files
	Location	Health Records
	Legal Authority	Public Hospitals Act / Public Hospitals Act Regulation 965 20(3)
	Information Maintained	Personal Health Information including Medical History, contact information
	Uses	To direct and provide patient care
	Users	All treatment areas / staff in circle of care
	Individuals in Bank	Patients and families
	Retention & Disposal	10 years after last visit or death for adults / 10 years after 18th birthday for children

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19	Record Series Title	Hospitals of Ontario Pension Plan (HOOPP)
	Location	Payroll
	Legal Authority	Employment Standards Act, s.15 / Collective Agreements / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Name, address, SIN, beneficiaries, banking information, birth certificate, drivers license, passport, marriage certificate
	Uses	To enroll, terminate, retire or change status of an employee in HOOPP pension
	Users	Payroll
	Individuals in Bank	Current and former full time employees and part time employees that qualify to enroll in HOOPP pension
	Retention & Disposal	7 years from date of termination or retirement
20	Record Series Title	Identification Badge Records
	Location	Human Resources
	Legal Authority	Occupational Health and Safety Act, s. 25 / Limitations Act, s.4 and s. 15
	Information Maintained	Name, position, department, school, placement end date, physical appearance
	Uses	Creation of hospital identification badges for internal security and maintenance of signed ID badge agreements
	Users	Human Resources
	Individuals in Bank	Current and former employees, students, volunteers, visitors
	Retention & Disposal	7 years from date of termination/retirement for employees; 2 years from placement/service provision end date for students/volunteers/other visitors
21	Record Series Title	Increase Biweekly Hours to 75
	Location	Human Resources
	Legal Authority	Employment Standards Act, s. 15
	Information Maintained	Name, job classification, hours of work per pay
	Uses	Confirm hours of work employee elected
	Users	Human Resources
	Individuals in Bank	Full-time employees who elected to change hours of work at time of election (2006)
	Retention & Disposal	Permanent
22	Record Series Title	Infection Control Audits
	Location	Infection Control
	Legal Authority	Public Hospitals Act / Public Hospitals Act Regulation 965 / Limitations Act, s.4 and s.15
	Information Maintained	Name, location, age, pressure ulcer location & stage
	Uses	Monitoring for quality improvement
	Users	Infection Control
	Individuals in Bank	Patients
	Retention & Disposal	2 years
23	Record Series Title	Litigation and Potential Litigation Files
	Location	Health Data & Quality Improvement
	Legal Authority	Public Hospitals Act
	Information Maintained	Medical history, name, address, statements of witnesses
	Uses	Litigation Defense
	Users	Health Data & Quality Improvement
	Individuals in Bank	Patients, families, litigants
	Retention & Disposal	25 years
24	Record Series Title	Long Term Disability Files
	Location	Occupational Health
	Legal Authority	Occupational Health and Safety Act, s. 26 (1) / Occupational Health and Safety Act, Designated Substance O. Reg. 490/09, s. 30(1) / Workplace Safety and Insurance Act s.80 / Employment Standards Act, s.15 / Collective Agreements
	Information Maintained	Name, address, telephone number, medical history related to LTD
	Uses	To assist employee with return to work
	Users	Occupational Health
	Individuals in Bank	Current and former employees who have been off work for an extended period of time
	Retention & Disposal	7 years from date of termination/retirement
25	Record Series Title	Manual Cheques
	Location	Payroll
	Legal Authority	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Name, address, gross less applicable statutory deductions
	Uses	To process payment of wages owing outside of regular payroll
	Users	Payroll
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years
26	Record Series Title	Maternity/Parental Top-ups
	Location	Payroll
	Legal Authority	Employment Insurance Act, s.19 / Employment Standards Act, s.15 / Collective Agreements / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Name, employee number, rate of pay, employment insurance payments, amount and schedule of top-up payments
	Uses	To calculate and pay biweekly the appropriate amount of maternity/parental top up
	Users	Payroll
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years
27	Record Series Title	Meals On Wheels
	Location	Food Services
	Legal Authority	Public Hospitals Act
	Information Maintained	Name, meals requested, dietary restrictions, allergies
	Uses	Provide patient meals according to diet/texture/allergies and month end billing
	Users	Food Services
	Individuals in Bank	Patients
	Retention & Disposal	1 year

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28	Record Series Title	Medical Staff On-Call Schedules and Payment Records for On-Call / Admissions
	Location	Administration
	Legal Authority	Income Tax Act s. 230 / Income Tax Act Regulations s. 5800
	Information Maintained	Name, personal contact phone numbers, remuneration
	Uses	For contacting purposes and to calculate payments
	Users	Nursing floors use the contact phone numbers
	Retention & Disposal	7 years
29	Record Series Title	Medical Staff Personnel Files
	Location	Administration
	Legal Authority	Public Hospitals Act / Public Hospitals Act, Regulation 965
	Information Maintained	Home address, phone number, immunization status, health information, reference checks
	Uses	For contact information, basis for approving privileges
	Users	Occupational Health, Administration
	Retention & Disposal	Permanent
30	Record Series Title	Parking Deduction Authorization
	Location	Human Resources
	Legal Authority	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Name, address, license plate number, make of vehicle
	Uses	To verify parking tags against corresponding vehicle information as provided
	Users	Human Resources, Payroll, Parklink
	Retention & Disposal	7 years
31	Record Series Title	Patient & Visitor Incident Reports
	Location	Health Data
	Legal Authority	Public Hospitals Act
	Information Maintained	Last name, first name, medical record number, some medical history
	Uses	Document details, follow-up, and resolution of patient & visitor incidents for use to improve safety and quality of care
	Users	Director, Health Data & Quality Improvement, Coordinator, Health Data & Human Resources, All Managers
	Retention & Disposal	25 years
32	Record Series Title	Patient Relations, Concerns and Complaints
	Location	Health Data & Quality Improvement
	Legal Authority	Public Hospitals Act
	Information Maintained	Name, address, phone number, medical history, opinions
	Uses	Correspondence, contact for response
	Users	Health Data & Quality Improvement
	Retention & Disposal	5 years
33	Record Series Title	Payroll Advice Forms (PAF)
	Location	Payroll
	Legal Authority	Employment Standards Act s. 15 / Collective agreements
	Information Maintained	SIN, marital status, address and phone numbers, rates of pay, banking information
	Uses	To process an employee's gross pay less applicable deductions, to process employee's entitlements, sick/vacation/banked time
	Users	Payroll, Human Resources
	Retention & Disposal	3 years from creation date
34	Record Series Title	Payroll Verification Reports
	Location	Finance
	Legal Authority	Employment Standards Act, s.15
	Information Maintained	Name, salary info, SIN, deductions made by categories, status
	Uses	As an identifier for the purpose of verifying deductions made on the individual's behalf (to Receiver General for Canada / Union organizations for due collection / Insurance carrier for benefit billing purposes / Banks for transmission of net salary / Charities for donations made)
	Users	Finance Department
	Retention & Disposal	7 years
35	Record Series Title	Physician HOCC Payment Records
	Location	Administration
	Legal Authority	Income Tax Act, s.230 / Income Tax Act Regulations, s. 5800 / Corporations Act, s. 302
	Information Maintained	Name, remuneration
	Uses	To record & track payment of HOCC funding
	Users	Finance and Administration
	Retention & Disposal	Life of hospital plus 5 years
36	Record Series Title	Radiation Exposure Report
	Location	Radiology
	Legal Authority	Occupational Health and Safety Act Regulation 861, s.12 / Healing Arts Radiation Protection Act Regulation 543, s.8
	Information Maintained	Personal Dossimeter readings of radiation exposure
	Uses	To monitor efficacy of personal protection from exposure to radiation
	Users	Diagnostic Imaging / Manager, Complex Care & Senior's Health
	Retention & Disposal	7 years

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37	Record Series Title	Record of Employment (ROE)
	Location	Payroll
	Legal Authority	Employment Insurance Act, s.87
	Information Maintained	Name, address, SIN, hours worked, earnings, reason for issuing ROE
	Uses	To determine if individual qualifies for EI benefits, if so what the weekly amount will be
	Users	Payroll, Occupational Health
	Individuals in Bank	Current and former employees
38	Retention & Disposal	7 years
	Record Series Title	Restructuring - Staffing Data
	Location	Human Resources
	Legal Authority	Employment Standards Act, s15.
	Information Maintained	Name, position, department, benefits
	Uses	Was used at the time of restructuring to validate employees and benefits and has been used as a reference during first few years after restructuring complete
	Users	VP, Corporate Services; Director, Human Resources; Coordinator, Salary & Benefits; Human Resources
39	Individuals in Bank	Former employees and retirees of Shaver/Rehab
	Retention & Disposal	Permanent
	Record Series Title	Severance/Termination Files
	Location	Corporate
	Legal Authority	Hospital Policy / Employment Standards Act, s.54 to s.66 / Collective Agreements
	Information Maintained	Name, address, phone number, financial and other remuneration details
	Uses	Document severance agreement between former employee and Hospital
40	Users	VP, Corporate Services / Human Resources
	Individuals in Bank	Former employees
	Retention & Disposal	7 years from date of termination/retirement
	Record Series Title	SSQ - Paid Up Life Insurance Policies
	Location	Human Resources
	Legal Authority	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800 / Collective Agreements / Limitations Act, s. 4 and s. 15
	Information Maintained	Name, DOB, Date of retirement, address, policy number including date of issue and effective date, amount of insurance, beneficiary information (name and relationship)
41	Uses	If necessary, to pay out life insurance in the event of retirees death
	Users	Coordinator, Salary & Benefits, Human Resources
	Individuals in Bank	Retirees
	Retention & Disposal	Permanent
	Record Series Title	SSQ & Manulife Benefit Billing
	Location	Payroll
	Legal Authority	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
42	Information Maintained	Employee names, withholdings, coverage level
	Uses	To calculate and remit payment for employee benefits
	Users	Payroll, Human Resources
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years
	Record Series Title	T4s
	Location	Payroll
43	Legal Authority	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Name, address, SIN, yearly gross earnings and deductions, pension adjustment
	Uses	File a copy with Revenue Canada, one for employee for tax purposes
	Users	Payroll, I.T.
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years
	Record Series Title	Trustee Annual Conflict of Interest Resolution
44	Location	Administration
	Legal Authority	Corporations Act, s.126
	Information Maintained	Details of outside interests, investments, and activities
	Uses	By Chairman of the Board to determine if conflict of interest is evident in certain matters of discussion
	Users	Administration / Chairman, Board of Trustees
	Individuals in Bank	Trustees of the Board and immediate family members of Trustees of the Board
	Retention & Disposal	Term of office plus 2 years
45	Record Series Title	Trustee Personnel Files
	Location	Administration
	Legal Authority	Corporations Act, s.283 and s.300
	Information Maintained	Home address, home phone number, personal and employment details contained in a CV
	Uses	To determine skillset and suitability for Board membership
	Users	Administration, Corporate, Standing Committee of the Board
	Individuals in Bank	Trustees of the Board
46	Retention & Disposal	Permanent
	Record Series Title	Union Leave Billing
	Location	Payroll
	Legal Authority	Employment Standards Act, s.15 / Collective Agreements / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Name, rates of pay multiplied by hours to be re-imbursed
	Uses	To invoice unions for re-imbusement to hospital
	Users	Payroll
47	Individuals in Bank	Current and former employees who qualify (i.e. serve as union presidents, stewards, etc.)
	Retention & Disposal	7 years

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46	Record Series Title	United Way Campaign Deduction Authorization
	Location	Human Resources
	Legal Authority	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	Information Maintained	Name, address, telephone number, deduction amount, credit card information
	Uses	To authorize and apply regular payroll deductions to donate to the United Way
	Users	Coordinator, Salary & Benefits
	Individuals in Bank	Current and former employees
	Retention & Disposal	7 years
47	Record Series Title	Void Cheques
	Location	Payroll
	Legal Authority	Employment Standards Act, s.11 and s.15
	Information Maintained	Name, address, & banking information
	Uses	To process and pay employee via direct deposit into their bank accounts
	Users	Payroll
	Individuals in Bank	Current and former employees
	Retention & Disposal	3 years
48	Record Series Title	Volunteer Files
	Location	Human Resources
	Legal Authority	Public Hospitals Act Regulation 965, s.3 and s.4 / Personal Health Information Protection Act / Freedom of Information and Protection of Privacy Act / Ontario Human Rights Code
	Information Maintained	Name, address, telephone number, DOB, emergency contact information, volunteer/work history, criminal history, reference information, immunization records
	Uses	Maintenance of volunteer services within the organization - used to verify eligibility to volunteer, for reference/background checks, to verify immunization status, to contact prospective volunteers, and to document agreed upon expectations for safety and confidentiality
	Users	Human Resources
	Individuals in Bank	Current and former volunteers, family of volunteers, personal/work references of volunteers
	Retention & Disposal	2 years from date of placement end
49	Record Series Title	WSIB Occupational Health Files
	Location	Occupational Health
	Legal Authority	Occupational Health and Safety Act, s. 26 (1) / Occupational Health and Safety Act, Designated Substance O. Reg. 490/09, s. 30(1) / Workplace Safety and Insurance Act s.80
	Information Maintained	Name, address, phone number, medical history pertaining to work injury
	Uses	To assist with well-being and return to work
	Users	Human Resources, Occupational Health
	Individuals in Bank	Current and former employees
	Retention & Disposal	40 years from date of termination/retirement
50	Record Series Title	X-Rays
	Location	Diagnostic Imaging
	Legal Authority	Public Hospitals Act Regulation 965, s.20 / Limitations Act, s.4 and s.15
	Information Maintained	Diagnostic films (medical information)
	Uses	To provide patient care
	Users	Clinical staff
	Individuals in Bank	Patients
	Retention & Disposal	5 years from date of image for adults / 5 years from date of 18th birthday for children