

**PERSONAL INFORMATION BANKS**

1	<b>Record Series Title</b>	Accounts Receivable Billings / Payments
	<b>Location</b>	Audiology / Dispensary
	<b>Legal Authority</b>	Public Hospitals Act
	<b>Information Maintained</b>	Age, Sex, Insurance or Funding Agency, Address, Phone Number, Health Care Number
	<b>Uses</b>	To bill for services incurred by the client and/or goods received
	<b>Users</b>	Audiology/Dispensary
	<b>Individuals in Bank</b>	Dispensary Clients
2	<b>Retention &amp; Disposal</b>	7 years
	<b>Record Series Title</b>	Advances Issued to Shaver employees 1994
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Name, gross & net amount advanced
	<b>Uses</b>	To identify which individuals need to have a deduction applied upon termination or status change to recover in accordance with agreement the advance pay previously received
	<b>Users</b>	Payroll
3	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years from date of termination/retirement
	<b>Record Series Title</b>	ALC Long Wait Cases Survey Data
	<b>Location</b>	Health Data
	<b>Legal Authority</b>	Public Hospitals Act, Regulation 965 / Personal Health Information Protection Act / Limitations Act s.4 and s.15
	<b>Information Maintained</b>	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
	<b>Uses</b>	Analysis of long wait ALC patient population to help determine barriers to discharge
4	<b>Users</b>	Social Work, Health Data
	<b>Individuals in Bank</b>	ALC Patients
	<b>Retention &amp; Disposal</b>	5 years
	<b>Record Series Title</b>	Annual Returns for WSIB/EHT/HOOPP
	<b>Location</b>	Finance
	<b>Legal Authority</b>	Income Tax Act, s.230 / Income Tax Act Regulations, s.5800 / Healthcare of Ontario Pension Plan / Workplace Safety Insurance Board / Ministry of Finance
	<b>Information Maintained</b>	Name, SIN, date of birth, salary, contributions made, employment status
5	<b>Uses</b>	To credit an individual with their relevant prescribed contributions
	<b>Users</b>	Payroll / Finance / Human Resources
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
	<b>Record Series Title</b>	Audiology/Dispensary Clients
	<b>Location</b>	Audiology / Dispensary
	<b>Legal Authority</b>	CASLPO; PHIPA
6	<b>Information Maintained</b>	Age, Sex, Address, Health Card Number, Insurance Coverage, Phone Number
	<b>Uses</b>	Used to keep record of client visits and services
	<b>Users</b>	Dispensary / Audiology Department
	<b>Individuals in Bank</b>	Dispensary Clients
	<b>Retention &amp; Disposal</b>	10 years
	<b>Record Series Title</b>	Backing Sheet & Receiver General
	<b>Location</b>	Payroll
7	<b>Legal Authority</b>	Employment Standards Act, s.15 / Collective Agreements / Labour Relations Act, 1995, s. 42 & s. 56 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Employee gross earnings and all deductions
	<b>Uses</b>	To balance biweekly payroll and remit all third party deductions
	<b>Users</b>	Payroll / Accounts Payable
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
	<b>Record Series Title</b>	Benefit Billings
8	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Collective Agreements / Labour Relations Act, 1995, s. 42 & s. 56 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Names, addresses, amounts owing for benefits
	<b>Uses</b>	To notify individuals of amounts owing and to record when payments are made
	<b>Users</b>	Payroll
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
9	<b>Record Series Title</b>	Canada Savings Bonds
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Name, address, telephone number, SIN, dollar amount of deduction biweekly, co-owner of bond if applicable
	<b>Uses</b>	To enter new Canada Savings Bond enrollments and/or deduction increases into meditech system
	<b>Users</b>	Payroll
	<b>Individuals in Bank</b>	Current and former employees
<b>Retention &amp; Disposal</b>	7 years	

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9	<b>Record Series Title</b>	CEO Personnel Files
	<b>Location</b>	Administration
	<b>Legal Authority</b>	Employment Standards Act, s.15(5)
	<b>Information Maintained</b>	Home address, phone number, performance evaluation, employment offer
	<b>Uses</b>	Record of employment history and to monitor performance
	<b>Users</b>	President, Catholic Health International; HDS Board Chair; V/P, Corporate Services, HDS
	<b>Individuals in Bank</b>	CEOs
	<b>Retention &amp; Disposal</b>	Permanent
10	<b>Record Series Title</b>	Confidential Exit Interview Tracking
	<b>Location</b>	Human Resources
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Limitations Act, s.4 and s.15
	<b>Information Maintained</b>	Name, years of service, year of termination/retirement, reason for leaving the organization, personal opinion regarding the organization
	<b>Uses</b>	To identify turnover trends and opportunities for organizational improvement
	<b>Users</b>	Human Resources, Senior Management
	<b>Individuals in Bank</b>	Former employees
	<b>Retention &amp; Disposal</b>	3 years
11	<b>Record Series Title</b>	Employee Benefit Billings
	<b>Location</b>	Finance
	<b>Legal Authority</b>	Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Name, SIN, date of birth, salary information
	<b>Uses</b>	To determine volumes and deductions
	<b>Users</b>	Finance / Payroll
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
12	<b>Record Series Title</b>	Employee Benefit Files
	<b>Location</b>	Human Resources
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Collective Agreements / Labour Relations Act, 1995, s. 42 & s. 56 / Hospital Labour Disputes Arbitration Act (HLDA)
	<b>Information Maintained</b>	Name, SIN, Address, DOB, Gender, Beneficiary Information, Dependent Status
	<b>Uses</b>	Benefit administration, keeping employee's benefit information current
	<b>Users</b>	Human Resources
	<b>Individuals in Bank</b>	Current and former full-time employees of HDS and spouses/dependants
	<b>Retention &amp; Disposal</b>	7 years from date of termination/retirement
13	<b>Record Series Title</b>	Employee Personnel Files
	<b>Location</b>	Human Resources
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Ontario Human Rights Code (hiring and interview notes) / Regulated Health Professions Act
	<b>Information Maintained</b>	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
	<b>Uses</b>	Retain employment history, correspondence and/or Emergency Notification, Salary and Benefit Administration, Verification of Employment, Confirm Credentials
	<b>Users</b>	Human Resources
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years from date of termination/retirement
14	<b>Record Series Title</b>	Employee Personnel Files (Departmental)
	<b>Location</b>	All Departments
	<b>Legal Authority</b>	Employment Standards Act s. 15(5)
	<b>Information Maintained</b>	Name, address, phone number, employment history, absence history
	<b>Uses</b>	To monitor employee performance and attendance
	<b>Users</b>	Occupational Health, Human Resources, Department Manager/Director
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years from date of termination/retirement
15	<b>Record Series Title</b>	Employee/Physician Occupational Health Files
	<b>Location</b>	Occupational Health
	<b>Legal Authority</b>	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
	<b>Information Maintained</b>	Name, address, phone number, DOB, medical history/chart notes pertaining to work (absences, fit testing, vaccinations, incident report, exposures)
	<b>Uses</b>	To assist with well-being and work abilities
	<b>Users</b>	Human Resources, Occupational Health
	<b>Individuals in Bank</b>	Current and former employees and physicians
	<b>Retention &amp; Disposal</b>	40 years from date of termination/retirement
16	<b>Record Series Title</b>	Garnishees
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Income Tax Act, s.230 / Income Tax Act Regulations, s.5800 / Wages Act
	<b>Information Maintained</b>	Name, address, SIN, total amount of monies owing, % per pay to be deducted for repayment
	<b>Uses</b>	Authorization to deduct appropriate monies from pay
	<b>Users</b>	Payroll
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years

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17	<b>Record Series Title</b>	Healing Garden Brick Orders
	<b>Location</b>	Public Affairs and Communications
	<b>Legal Authority</b>	Income Tax Act s. 230 / Income Tax Act Regulations s. 5800
	<b>Information Maintained</b>	Name, address, phone number, credit card payment number
	<b>Uses</b>	For billing and receipting purposes
	<b>Users</b>	Public Affairs and Financial Services
	<b>Individuals in Bank</b>	Anyone purchasing a Healing Garden Brick
	<b>Retention &amp; Disposal</b>	7 years
18	<b>Record Series Title</b>	Health Records - Patient Files
	<b>Location</b>	Health Records
	<b>Legal Authority</b>	Public Hospitals Act / Public Hospitals Act Regulation 965 20(3)
	<b>Information Maintained</b>	Personal Health Information including Medical History, contact information
	<b>Uses</b>	To direct and provide patient care
	<b>Users</b>	All treatment areas / staff in circle of care
	<b>Individuals in Bank</b>	Patients and families
	<b>Retention &amp; Disposal</b>	15 years after last visit or 10 years after death for patients 18 or older / 15 years after 18th birthday for patients under 18
19	<b>Record Series Title</b>	Hospitals of Ontario Pension Plan (HOOPP)
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Collective Agreements / Labour Relations Act, 1995, s. 42 & s. 56 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Name, address, SIN, beneficiaries, banking information, birth certificate, drivers license, passport, marriage certificate
	<b>Uses</b>	To enroll, terminate, retire or change status of an employee in HOOPP pension
	<b>Users</b>	Payroll
	<b>Individuals in Bank</b>	Current and former full time employees and part time employees that qualify to enroll in HOOPP pension
	<b>Retention &amp; Disposal</b>	7 years from date of termination or retirement
20	<b>Record Series Title</b>	Identification Badge Records
	<b>Location</b>	Human Resources
	<b>Legal Authority</b>	Occupational Health and Safety Act, s. 25 / Limitations Act, s.4 and s. 15
	<b>Information Maintained</b>	Name, position, department, school, placement end date, physical appearance
	<b>Uses</b>	Creation of hospital identification badges for internal security and maintenance of signed ID badge agreements
	<b>Users</b>	Human Resources
	<b>Individuals in Bank</b>	Current and former employees, students, volunteers, visitors, physicians, board trustees, CEOs
	<b>Retention &amp; Disposal</b>	7 years from date of termination/retirement for employees; 2 years from placement/service provision end date for students/volunteers; 1 year from date of creation for other visitors; permanent for physicians, board trustees, and CEOs
21	<b>Record Series Title</b>	Increase Biweekly Hours to 75
	<b>Location</b>	Human Resources
	<b>Legal Authority</b>	Employment Standards Act, s. 15
	<b>Information Maintained</b>	Name, job classification, hours of work per pay
	<b>Uses</b>	Confirm hours of work employee elected
	<b>Users</b>	Human Resources
	<b>Individuals in Bank</b>	Full-time employees who elected to change hours of work at time of election (2006)
	<b>Retention &amp; Disposal</b>	Permanent
22	<b>Record Series Title</b>	Infection Control Audits
	<b>Location</b>	Infection Control
	<b>Legal Authority</b>	Public Hospitals Act / Public Hospitals Act Regulation 965 / Limitations Act, s.4 and s.15
	<b>Information Maintained</b>	Name, location, age, pressure ulcer location & stage
	<b>Uses</b>	Monitoring for quality improvement
	<b>Users</b>	Infection Control
	<b>Individuals in Bank</b>	Patients
	<b>Retention &amp; Disposal</b>	2 years
23	<b>Record Series Title</b>	Litigation and Potential Litigation Files
	<b>Location</b>	Health Data & Quality Improvement
	<b>Legal Authority</b>	Public Hospitals Act
	<b>Information Maintained</b>	Medical history, name, address, statements of witnesses
	<b>Uses</b>	Litigation Defense
	<b>Users</b>	Health Data & Quality Improvement
	<b>Individuals in Bank</b>	Patients, families, litigants
	<b>Retention &amp; Disposal</b>	The earlier of 15 years or until legal/investigative/other proceedings are completely at an end and all applicable appeal periods and avenues for recourse are exhausted
24	<b>Record Series Title</b>	Long Term Disability Files
	<b>Location</b>	Occupational Health
	<b>Legal Authority</b>	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 / Labour Relations Act, 1995, s. 42 & s. 56
	<b>Information Maintained</b>	Name, address, phone number, DOB, medical history/chart notes related to LTD
	<b>Uses</b>	To assist employee with return to work
	<b>Users</b>	Occupational Health
	<b>Individuals in Bank</b>	Current and former employees who have been off work for an extended period of time
	<b>Retention &amp; Disposal</b>	7 years from date of termination/retirement

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25	<b>Record Series Title</b>	Manual Cheques
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Name, address, gross less applicable statutory deductions
	<b>Uses</b>	To process payment of wages owing outside of regular payroll
	<b>Users</b>	Payroll
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
26	<b>Record Series Title</b>	Maternity/Parental Top-ups
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Insurance Act, s.19 / Employment Standards Act, s.15 / Collective Agreements / Labour Relations Act, 1995, s. 42 & s. 56 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Name, employee number, rate of pay, employment insurance payments, amount and schedule of top-up payments
	<b>Uses</b>	To calculate and pay biweekly the appropriate amount of maternity/parental top up
	<b>Users</b>	Payroll
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
27	<b>Record Series Title</b>	Meals On Wheels
	<b>Location</b>	Food Services
	<b>Legal Authority</b>	Public Hospitals Act
	<b>Information Maintained</b>	Name, meals requested, dietary restrictions, allergies
	<b>Uses</b>	Provide patient meals according to diet/texture/allergies and month end billing
	<b>Users</b>	Food Services
	<b>Individuals in Bank</b>	Patients
	<b>Retention &amp; Disposal</b>	1 year
28	<b>Record Series Title</b>	Medical Staff On-Call Schedules and Payment Records for On-Call / Admissions
	<b>Location</b>	Administration
	<b>Legal Authority</b>	Income Tax Act s. 230 / Income Tax Act Regulations s. 5800
	<b>Information Maintained</b>	Name, personal contact phone numbers, remuneration
	<b>Uses</b>	For contacting purposes and to calculate payments
	<b>Users</b>	Nursing floors use the contact phone numbers
	<b>Individuals in Bank</b>	Physicians
	<b>Retention &amp; Disposal</b>	7 years
29	<b>Record Series Title</b>	Medical Staff Personnel Files
	<b>Location</b>	Administration
	<b>Legal Authority</b>	Public Hospitals Act / Public Hospitals Act, Regulation 965
	<b>Information Maintained</b>	Home address, phone number, immunization status, health information, reference checks
	<b>Uses</b>	For contact information,basis for approving privileges
	<b>Users</b>	Occupational Health, Administration
	<b>Individuals in Bank</b>	Physicians
	<b>Retention &amp; Disposal</b>	Permanent
30	<b>Record Series Title</b>	Parking Deduction Authorization
	<b>Location</b>	Human Resources
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Name, address, license plate number, make of vehicle
	<b>Uses</b>	To verify parking tags against corresponding vehicle information as provided
	<b>Users</b>	Human Resources, Payroll, Parklink
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
31	<b>Record Series Title</b>	Patient & Visitor Incident Reports
	<b>Location</b>	Health Data
	<b>Legal Authority</b>	Public Hospitals Act
	<b>Information Maintained</b>	Last name, first name, medical record number, some medical history
	<b>Uses</b>	Document details, follow-up, and resolution of patient & visitor incidents for use to improve safety and quality of care
	<b>Users</b>	Director, Health Data & Quality Improvement, Coordinator, Health Data & Human Resources, All Managers
	<b>Individuals in Bank</b>	Patients, family of patients, visitors
	<b>Retention &amp; Disposal</b>	15 years
32	<b>Record Series Title</b>	Patient Relations, Concerns and Complaints
	<b>Location</b>	Health Data & Quality Improvement
	<b>Legal Authority</b>	Public Hospitals Act
	<b>Information Maintained</b>	Name, address, phone number, medical history, opinions
	<b>Uses</b>	Correspondence, contact for response
	<b>Users</b>	Health Data & Quality Improvement
	<b>Individuals in Bank</b>	Patients, families, visitors, complainants
	<b>Retention &amp; Disposal</b>	15 years

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33	<b>Record Series Title</b>	Payroll Advice Forms (PAF)
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Standards Act s. 15 / Collective Agreements / Labour Relations Act, 1995, s. 42 & s. 56
	<b>Information Maintained</b>	SIN, marital status, address and phone numbers, rates of pay, banking information
	<b>Uses</b>	To process an employee's gross pay less applicable deductions, to process employee's entitlements, sick/vacation/banked time
	<b>Users</b>	Payroll, Human Resources
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	3 years from creation date
34	<b>Record Series Title</b>	Payroll Verification Reports
	<b>Location</b>	Finance
	<b>Legal Authority</b>	Employment Standards Act, s.15
	<b>Information Maintained</b>	Name, salary info, SIN, deductions made by categories, status
	<b>Uses</b>	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)
	<b>Users</b>	Finance Department
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
35	<b>Record Series Title</b>	Physician HOCC Payment Records
	<b>Location</b>	Administration
	<b>Legal Authority</b>	Income Tax Act, s.230 / Income Tax Act Regulations, s. 5800 / Corporations Act, s. 302
	<b>Information Maintained</b>	Name, remuneration
	<b>Uses</b>	To record & track payment of HOCC funding
	<b>Users</b>	Finance and Administration
	<b>Individuals in Bank</b>	Physicians
	<b>Retention &amp; Disposal</b>	Life of hospital plus 5 years
36	<b>Record Series Title</b>	Radiation Exposure Report
	<b>Location</b>	Radiology
	<b>Legal Authority</b>	Occupational Health and Safety Act Regulation 861, s.12 / Healing Arts Radiation Protection Act regulation 543, s.8
	<b>Information Maintained</b>	Personal Dossimeter readings of radiation exposure
	<b>Uses</b>	To monitor efficacy of personal protection from exposure to radiation
	<b>Users</b>	Diagnostic Imaging / Manager, Complex Care & Senior's Health
	<b>Individuals in Bank</b>	Diagnostic Imaging Technologists
	<b>Retention &amp; Disposal</b>	7 years
37	<b>Record Series Title</b>	Record of Employment (ROE)
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Insurance Act, s.87
	<b>Information Maintained</b>	Name, address, SIN, hours worked, earnings, reason for issuing ROE
	<b>Uses</b>	To determine if individual qualifies for EI benefits, if so what the weekly amount will be
	<b>Users</b>	Payroll, Occupational Health
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
38	<b>Record Series Title</b>	Restructuring - Staffing Data
	<b>Location</b>	Human Resources
	<b>Legal Authority</b>	Employment Standards Act, s15.
	<b>Information Maintained</b>	Name, position, department, benefits
	<b>Uses</b>	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
	<b>Users</b>	VP, Corporate Services; Director, Human Resources; Coordinator, Salary & Benefits; Human Resources
	<b>Individuals in Bank</b>	Former employees and retirees of Shaver/Rehab
	<b>Retention &amp; Disposal</b>	Permanent
39	<b>Record Series Title</b>	Severance/Termination Files
	<b>Location</b>	Corporate
	<b>Legal Authority</b>	Hospital Policy / Employment Standards Act, s.54 to s.66 / Collective Agreements / Labour Relations Act, 1995, s. 42 & s. 56
	<b>Information Maintained</b>	Name, address, phone number, financial and other remuneration details
	<b>Uses</b>	Document severance agreement between former employee and Hospital
	<b>Users</b>	VP, Corporate Services / Human Resources
	<b>Individuals in Bank</b>	Former employees
	<b>Retention &amp; Disposal</b>	7 years from date of termination/retirement
40	<b>Record Series Title</b>	Special Access Program (SAP) and Investigational Drugs - Dispensing Part
	<b>Location</b>	Health Records
	<b>Legal Authority</b>	Food and Drugs Act, C.08.010 - C.08.011 / Medical Devices Regulations, s.69-78 & s. 52-56
	<b>Information Maintained</b>	Personal Health Information including Name, Date of Birth, Medical History, Prescriptions, Allergies
	<b>Uses</b>	Research and investigational purposes
	<b>Users</b>	All treatment areas / staff in circle of care, Pharmacy, Health Canada, Research and Ethics Board, Medical Advisory Committee, Legal counsel as necessary
	<b>Individuals in Bank</b>	Patients
	<b>Retention &amp; Disposal</b>	25 years

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41	<b>Record Series Title</b>	SSQ - Paid Up Life Insurance Policies
	<b>Location</b>	Human Resources
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800 / Collective Agreements / Labour Relations Act, 1995, s. 42 & s. 56 / Limitations Act, s. 4 and s. 15
	<b>Information Maintained</b>	Name, DOB, Date of retirement, address, policy number including date of issue and effective date, amount of insurance, beneficiary information (name and relationship)
	<b>Uses</b>	If necessary, to pay out life insurance in the event of retirees death
	<b>Users</b>	Coordinator, Salary & Benefits, Human Resources
	<b>Individuals in Bank</b>	Retirees
	<b>Retention &amp; Disposal</b>	Permanent
42	<b>Record Series Title</b>	SSQ & Manulife Benefit Billing
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Employee names, withholdings, coverage level
	<b>Uses</b>	To calculate and remit payment for employee benefits
	<b>Users</b>	Payroll, Human Resources
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
43	<b>Record Series Title</b>	T4s
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Name, address, SIN, yearly gross earnings and deductions, pension adjustment
	<b>Uses</b>	File a copy with Revenue Canada, one for employee for tax purposes
	<b>Users</b>	Payroll, I.T.
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
44	<b>Record Series Title</b>	Trustee Annual Conflict of Interest Resolution Administration
	<b>Location</b>	Administration
	<b>Legal Authority</b>	Corporations Act, s.126
	<b>Information Maintained</b>	Details of outside interests, investments, and activities
	<b>Uses</b>	By Chairman of the Board to determine if conflict of interest is evident in certain matters of discussion
	<b>Users</b>	Administration / Chairman, Board of Trustees
	<b>Individuals in Bank</b>	Trustees of the Board and immediate family members of Trustees of the Board
	<b>Retention &amp; Disposal</b>	Term of office plus 2 years
45	<b>Record Series Title</b>	Trustee Personnel Files
	<b>Location</b>	Administration
	<b>Legal Authority</b>	Corporations Act, s.283 and s.300
	<b>Information Maintained</b>	Home address, home phone number, personal and employment details contained in a CV
	<b>Uses</b>	To determine skillset and suitability for Board membership
	<b>Users</b>	Administration, Corporate, Standing Committee of the Board
	<b>Individuals in Bank</b>	Trustees of the Board
	<b>Retention &amp; Disposal</b>	Permanent
46	<b>Record Series Title</b>	Union Leave Billing
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Collective Agreements / Labour Relations Act, 1995, s. 42 & s. 56 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Name, rates of pay multiplied by hours to be re-imbursed
	<b>Uses</b>	To invoice unions for re-imburement to hospital
	<b>Users</b>	Payroll
	<b>Individuals in Bank</b>	Current and former employees who qualify (i.e. serve as union presidents, stewards, etc.)
	<b>Retention &amp; Disposal</b>	7 years
47	<b>Record Series Title</b>	United Way Campaign Deduction Authorization
	<b>Location</b>	Human Resources
	<b>Legal Authority</b>	Employment Standards Act, s.15 / Income Tax Act, s.230 / Income Tax Act Regulations, s.5800
	<b>Information Maintained</b>	Name, address, telephone number, deduction amount, credit card information
	<b>Uses</b>	To authorize and apply regular payroll deductions to donate to the United Way
	<b>Users</b>	Coordinator, Salary & Benefits
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	7 years
48	<b>Record Series Title</b>	Void Cheques
	<b>Location</b>	Payroll
	<b>Legal Authority</b>	Employment Standards Act, s.11 and s.15
	<b>Information Maintained</b>	Name, address, & banking information
	<b>Uses</b>	To process and pay employee via direct deposit into their bank accounts
	<b>Users</b>	Payroll
	<b>Individuals in Bank</b>	Current and former employees
	<b>Retention &amp; Disposal</b>	3 years

**PERSONAL INFORMATION BANKS**

49	<b>Record Series Title</b>	Volunteer Files
	<b>Location</b>	Human Resources
	<b>Legal Authority</b>	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
	<b>Information Maintained</b>	Name, address, telephone number, DOB, emergency contact information, volunteer/work history, criminal history, reference information, immunization records
	<b>Uses</b>	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
	<b>Users</b>	Human Resources
	<b>Individuals in Bank</b>	Current and former volunteers, family of volunteers, personal/work references of volunteers
	<b>Retention &amp; Disposal</b>	2 years from date of placement end
50	<b>Record Series Title</b>	WSIB Occupational Health Files
	<b>Location</b>	Occupational Health
	<b>Legal Authority</b>	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
	<b>Information Maintained</b>	Name, address, phone number, DOB, medical history/chart notes pertaining to work injury
	<b>Uses</b>	To assist with well-being and return to work
	<b>Users</b>	Human Resources, Occupational Health
	<b>Individuals in Bank</b>	Current and former employees
<b>Retention &amp; Disposal</b>	40 years from date of termination/retirement	
51	<b>Record Series Title</b>	X-Rays
	<b>Location</b>	Diagnostic Imaging
	<b>Legal Authority</b>	Public Hospitals Act Regulation 965, s.20 / Limitations Act, s.4 and s.15
	<b>Information Maintained</b>	Diagnostic films (medical information)
	<b>Uses</b>	To provide patient care
	<b>Users</b>	Clinical staff
	<b>Individuals in Bank</b>	Patients
<b>Retention &amp; Disposal</b>	15 years from date of image for patients 18 or older / 15 years from date of 18th birthday for patients under 18	