

## Directory of Records & Personal Information Bank 2016

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## CORPORATE

## Directory of Records and Personal Information Bank

Title	Format	Authorized Users	Location	Retention Period	Personal Information	Types of Personal Information	Individuals in Bank	Legal Authority	Uses
Accreditation Preparation Material	Electronic, Paper	Clinical and Non Clinical Program Leadership, Senior Executive	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	Until Superseded	No				
Accreditation Reports and Addendums	Electronic, Paper	Quality & Patient Safety Leadership, Senior Leaders	General, 100 King West, HHS Internet, WLMH	Life of Hospital + 5 Year	No				
Accreditation Reports, Lab (non Accreditation Canada)	Electronic, Paper	Laboratory Medicine Administration	St. Joseph's	Life of Hospital + 5 Years	No				
Agreements	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Medical Department Leadership, Senior Executive	St. Peter's, General, MUMC, 100 King West, Juravinski, WLMH, Corporate Archive	Life of Hospital + 5 Years	No				
Agreements, Parking	Paper	Parking Personnel, Payroll, Finance	General, Juravinski, MUMC, 100 King West, St Peters	Life of Hospital + 5 Years	Yes	Name, ID, Address, Vehicle Ownership	Employees	Public Hospitals Act	Issuance and maintenance of parking privileges, payroll deduction
Agreements, Physicians	Electronic, Paper	Medical Department Leadership	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	Life of Hospital + 5 Years	Yes	Name, CPSO #, OMA #, OHIP Billing #, Salary, Benefits	Physicians	Public Hospitals Act	Allocation of funding to individual physicians
Agreements, Postgraduates		Trauma	General	2-3 Years	Yes	Name, Student ID, Address, Phone, Education	Foreign Fellows		Recruiting
Articles of Incorporation, Letters Patent	Electronic	All Staff	Corporate Archive	Life of Hospital + 5 Years	Yes	Name, Address, Phone	Board of Directors	Corporations Act	Contact information of board members is reported to the Ministry as required by the application.
Attestation	Electronic, Paper	Procurement		10 years from date of record				BPS Guidelines	
Board of Directors List	Electronic, Paper	Board of Directors, Senior Management, Board Secretary	HHS Internet, Corporate Archive, WLMH	Life of Hospital + 5 Years	Yes	Name, Address, Phone, Mobile	Board of Directors	Corporations Act	List of members of board of directors
Capital Project Records including Functional Programs, Change Orders, Project Plans & Reports	Electronic, Paper	Senior Management, Capital Planning, Logistics	All sites, Corporate Archive	Life of Hospital + 5 Years	No				
Certificate of Destruction - Recycling	electronic, paper	Waste Management		3 years from date of document					
Computer Audit & Utilization Records	Electronic, Paper	Information & Communication Technology Leadership, Human Resources, Chief Privacy Office	General	Year of Record + 5 Years	No				
Computer Service Call Logs	Electronic	Information & Communication Technology Staff	General	3 Years	Yes	Name, Address, Phone	Employees, Physicians	Public Hospitals Act	Investigate and resolve access issues, including remote access calls.
Emergency and Disaster Management Lists, reports, code response plans	Electronic	Leadership	Individual departments	until superseded by new list	no				
incident case files	electronic	Leadership		seven (7) years from end of event	no				
Equipment Maintenance	Electronic	Engineering Staff, Biomedical Engineering Staff	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	Varied	No				Equipment maintenance program
Equipment Maintenance - Trauma / ICU Simulator	Electronic	Trauma	General	Varied	No				Preventative Maintenance & Warranties (extended incl.)
Facilities Management	Electronic, Paper	Engineering Leadership	All sites	Varied	No				
Facility Condition Assessment Program (FCAP) Survey	Electronic, Paper	Engineering Leadership	All sites	Life of Hospital + 5 Years	No				
Fire Drill Records	Electronic, Paper	All Staff	All sites	record date + 2 (two) years	No				
Fire Safety Tests, Inspections and Corrective Measures	Electronic, Paper	Engineering Staff	All Sites	3 Years	No				Process charges related to patient post mortem work.
Harassment Reports, & Findings	Electronic, Paper	Human Rights Office	Chedoke	7 Years to Life of Hospital + 5 Years	Yes	Name, Home Address	Employees, Physicians, Patients, Families	Charter of Rights and Freedom Ontario Human Rights Commission	To respond to concerns or complaints of harassment in the workforce.
Hospital Bylaws	Electronic, Paper	All Staff	Corporate Archive, WLMH	Life of Hospital + 5 Years	No				
Human Rights	Electronic, Paper	Human Rights Office	Chedoke	Minimum 2 Years	Yes	Name, Home Phone, Cell Phone, Fax #, Personal Email	Employees, Physicians, Patients, Families	Ontario Human Rights Commission	To respond to concerns or complaints of violations under the Human Rights Code
Insurance, Policies and Claims Management	Electronic, Paper	Corporate Affairs Staff, Patient Experience Program	Corporate Archive, 100 King West, WLMH	Life of Hospital + 5 Years	Yes	Name, Address, Phone, Personal Health Information	Patients, Visitors, Vendors	Insurance Act, Public Hospitals Act	Manage insurance claims, quality and process improvement.
Laser Equipment Safety and Utilization Records	Electronic, Paper	Perioperative Nurses, Biomedical Engineering	General, Juravinski, MUMC	TBD	Yes	Patient Name, ID, Address	Employees	Public Hospitals Act, Radiation Emitting Devices Act	To maintain quality records for laser equipment
Legal Matters/Files	Electronic, Paper	General Counsel, Senior Executive, Patient Experience Program, Clinical & Non-Clinical Program Leadership as necessary, HR	All Sites	Life of Hospital + 5 Years	Yes	Name, ID, Phone, Mobile, Fax Number, Email, Personal Health Information; Physician CPSO #, OMA #, Patient Name, third party information, employment information, date of birth)	Patients/family members, Visitors, Vendo	Public Hospitals Act, Ontario Rights Tribunal	To respond to legal matters and litigation affecting or initiated by the Hospital.
Life safety book		Facilities Management		record date + 5 years	no				
License Renewals	Electronic, Paper	Laboratory Medicine Leadership	St . Joseph's	Life of Hospital + 5 Years	No				

Title	Format	Authorized Users	Location	Retention Period	Personal Information	Types of Personal Information	Individuals in Bank	Legal Authority	Uses
License Renewals - Data Analysis	Electronic, Paper	Computer System ("Collector")	General	Varied	Yes	Patient Personal, Health, Care, Review, Name, ID, Comprehensive Data Set	Patients		Quality Care Assurance, CIHI, Upload to Ontario Trauma Registry
Lotus Equipment Tracking System	Electronic	Biomedical Technology Staff	General	Varied	No				
Media Communications including Annual Reports, Newsletters, Periodicals and Media Releases	Electronic, Paper	All Staff	MUMC, St. Peter's, Juravinski, 100 King West, General, WLMH	6 months to indefinitely	Yes	Names, Photos	Employees, Physicians, Volunteers	Public Hospitals Act	Used to promote and/or endorse Hospital activities
Media Consent Forms		Public Affairs and Communication		date of correspondence + minimum 2 years up to 15 years of life of the hospital					
Pictures and stories posted on social media	Paper and Electronic	Public Affairs and Communication	MUMC, St. Peter's, Juravinski, 100 King West, General, WLMH	to be determined	yes	name, medical condition			
Medical Device Reprocessing		Biomedical Technology Staff		record date + 10 years	no				
Ministry of Health & Long Term Care (MOHLTC) Correspondence, Including Funding Letters, Approvals, Capital Projects	Electronic, Paper	Clinical and Non Clinical Program Leadership, Senior Executive, Finance/DSS and Analysts/Controllers	Corporate Archive, All Sites	Life of Hospital + 5 Years	No				
Minutes - Board and Board Sub Committees	Electronic, Paper	Board of Directors , Standing Committee Members, Senior management, other authorized individuals	HHS Internet, Corporate Archive, WLMH	Life of Hospital + 5 Years	Yes	Name of attendees, statements	Board members, staff, physicians	Hospital Bylaws	Conducting business and documentation of decisions made
Minutes - Executive	Electronic	Senior Executive	Sharepoint	Minimum 15 years to Life of Hospital + 5 Yr	No				
Minutes - General Operations	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Senior Executive	St. Peter's, General, MUMC, 100 King West, Juravinski, WLMH	3 Years	No				
Operational Administrative Records, records related to the function of the specific department/program	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Senior Executive	All Sites	3 Years	No				
Organizational Charts	Electronic, Paper	All Staff	HHS Internet, All Sites	Life of Hospital + 5 Years	No				
Patient Declaration of Values	Electronic	General Public, All Staff	HHS Internet	Life of Hospital + 5 Years	No				
Policies and Procedures	Electronic, Paper	All Staff	MUMC, St. Peter's, Juravinski, 100 King West, General, WLMH	Life of Hospital + 5 Years	No				
President & CEO Briefs, Key Speeches, Presentations	Electronic	Office of the President & CEO, Public Relations	Corporate Archive, 100 King West	Minimum 15 years to Life of Hospital + 5 Yr	No				
Privacy, Personal Health Information Protection Act and Freedom of Information Privacy Protection Act Requests	Electronic, Paper	Privacy & Freedom of Information Staff, Release of Information Staff	100 King West, St. Peters, General, MUMC, Juravinski, WLMH	Minimum 5 years	Yes	Name, ID, Address, Phone, Email, Personal Health Information	Patients, Visitors, Vendors, Employees, Ph	Public Hospitals Act, Personal Health Information Protection Act, Freedom of Information and Privacy Protection Act	To respond to requests under the legislation and investigate privacy breaches.
Procurement, External Resources for Patients	Electronic, Paper	Quality & Patient Safety Leadership, Clinical Resources Centre Staff	General, Juravinski, MUMC, St Peters	7 Years	Yes	Name, ID, OHIP #, Personal Health Information	Patients	Public Hospitals Act	To arrange for external provider service for OPT, KCI or security
Professional Standards & Regulations	Electronic, Paper	All Staff	MUMC, St. Peter's, Juravinski, 100 King West, General, WLMH	Life of Hospital + 5 Years	No				
Staff Fan Out Lists - Corporate	Electronic, Paper	Telecommunications Staff	MUMC	Until Superseded	Yes	Name, Phone	Employees	Public Hospitals Act	Emergency Response
Staff Fan Out Lists - Departmental	Electronic, Paper	Clinical and Non-Clinical Program Staff	St. Peter's, General, MUMC, 100 King West, Juravinski, WLMH	Until Superseded	Yes	Name, Phone	Employees	Public Hospitals Act	Emergency Response
Staff ID Badge Issuance Records	Electronic, Paper	Security Personnel	General, Juravinski, MUMC, 100 King West, St Peters	Until Superseded	Yes	Name, ID, Photo	Employees	Public Hospitals Act	Issue Hospital ID Badge
Strategic Planning	Electronic, Paper	Organizational Development Staff, Senior Executive, Clinical and Non-Clinical Program Staff	All sites	Life of Hospital + 5 Years	No				
Student Placement Records	Electronic, Paper	Education Personnel	100 King West, St. Peters, General, MUMC, Juravinski	10 Years	Yes	Name, Student ID, Address, Phone, Education	Students	Public Hospitals Act	To administer clinical education placements including all info and documents required by HHS
Third Party Reviews	Electronic, Paper	Senior Executive, Medical Department Administration	General, Juravinski, MUMC, 100 King West, , St Peters	Minimum 15 years to Life of Hospital + 5 Yr	No				
Dietetic Intern Applications & Interviews	Electronic, Paper	Nutrition Food Services Leadership, Dietetic Internship Coordinator	General, St Peters, Corporate Archive	1 Year	Yes	Name, Education	Students	Public Hospitals Act	To administer the dietetic intern program in conjunction with the College.
Dietetic Intern Education Records	Electronic, Paper	Nutrition Food Services Leadership, Dietetic Internship Coordinator	General, St Peters, Corporate Archive	Indefinitely	Yes	Name, Education	Students	Public Hospitals Act	To administer the dietetic intern program in conjunction with the College.

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FINANCE

Title	Format	Authorized Users	Location	Retention Period	Personal Information	Types of Personal Information	Individuals in Bank	Legal Authority	Uses
Audited Financial Statements (year end statements)	Electronic, Paper	All Staff	HHS Internet, Archive, WLMH	Life of Hospital + 5 Years	No				
Budget Planning Records	Electronic, Paper	Clinical and Non Clinical Program Leadership, Senior Executive	General, 100 King West, HHS Internet	6 years from end of fiscal year	No				
Capital Project Procurement	Electronic, Paper	Clinical and Non Clinical Program Leadership, Senior Executive, Logistics, Capital Planning	General, Juravinski, MUMC, 100 King West, St. Peters, WLMH	Life of Hospital + 5 years	No				requests to purchase, invoices related to capital projects
Cleared Cheques and Bank Account Reconciliation and Statements	Electronic, Paper	Finance Analysts, Finance & Office of Integrated Research	100 King West, General, WLMH	6 years from end of fiscal year	Yes	Name, Address	Employees, Patients, Vendors	Income Tax Act, Joint and Trust Account Disclosure by Law	Accounts held in trust for patients and research studies are required to be disclosed to the Bank. Reconcile all transactions to accounts.
Critical Care Transport Unit (CCTU) Billing	Paper	Senior Accounts Receivable Clerk	100 King West,	6 years from end of fiscal year	Yes	Name, ID, Address, Phone	Patients	Income Tax Act	Process specialized patient transportation billing
Deposits - Patients, Departments, Corporate	Electronic, Paper	Senior Accounts Receivable Clerk	100 King West, St. Peters, WLMH	6 years from end of fiscal year	Yes	Name, ID, Address, Phone, Credit Card #	Patients	Income Tax Act	Process deposits to accounts.
Financial Transactions	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Medical Department Leadership, Senior Executive	100 King West, General, St. Peters, WLMH	6 years from end of fiscal year	Yes	Name, ID, Address	Employees, Physicians	Income Tax Act	Process vendor invoices and employee expense reimbursements.
General Ledger Entries	Electronic, Paper	Finance Analysts, Finance/DSS & Office of Integrated Research	100 King West, General, WLMH	Life of Hospital + 5 years	No				
Ministry of Health & Long Term Care (MOHLTC) - OHIP Billing Errors	Paper	Accounts Receivable Operations Clerk, finance department, other authorized individuals	100 King West, WLMH	6 years from end of fiscal year	Yes	OHIP #, Date of Birth, Physician Billing #, patient name, address, phone number	Patients	Health Insurance Act	Collection of payment from MOHLTC, business transactions
Month End Billing Reports	Electronic, Paper	Copayment Analyst	100 King West, WLMH	6 years from end of fiscal year	Yes	Name, Account #	Patients	Health Insurance Act, Income Tax Act	Generate report of monthly billings and receipts.
OHIP Remittance Payment Advice Listing	Electronic, Paper	Senior Accounts Receivable Clerk, finance department, other authorized individuals	100 King West, WLMH	Date of record + 10 years	Yes	Name, OHIP #, address, phone number	Patients	Health Insurance Act	Process patient payment submissions received from OHIP, business transactions
Patient Census Reports	Electronic, Paper	Accounts Receivable Collector, Copayment Analyst	100 King West, WLMH	6 years from end of fiscal year	Yes	Name, Room #	Patients	Health Insurance Act	Provides list of patient admits, discharges, bed holds
Patient Financial Billing Charts	Electronic, Paper	Copayment Analyst	100 King West, WLMH	6 years from end of fiscal year	Yes	Name, Address, Phone, Power of Attorney, Notice of Assessment	Patients	Health Insurance Act	To determine copayment amount
Patient Invoicing and Insurance Claims Invoicing	Paper	Accounts Receivable Collectors, Finance Department, other authorized individuals	100 King West, WLMH	6 years from end of fiscal year	Yes	Name, Address, OHIP #, phone number	Patients	Health Insurance Act, Income Tax Act	Bill patients or insurance companies for services not covered by OHIP, business transactions
Payment Advice Notice	Paper	Finance Analyst	100 King West,	6 years from end of fiscal year	No				
Payroll Bi-Weekly Reports	Electronic, Paper	Finance/DSS Leadership, Analysts	100 King West, WLMH	6 years from end of fiscal year	Yes	Name, ID	Employees	Employment Insurance Act	Generate payroll journals.
Post Mortem Billing	Paper	Senior Accounts Receivable Clerk	100 King West,	6 years from end of fiscal year	Yes	Name, Address, Phone	Patients	Income Tax Act	Process charges related to patient post mortem work.
Procurement Records	Electronic, Paper	Logistics, Finance/DSS, Clinical and Non-Clinical Program Leadership, Medical Department Leadership, Senior Executive, Shared Service Entities	MUMC, St. Peters, General, 100 King West, Juravinski, WLMH	6 years from end of fiscal year	No				
Product Trial Records	Electronic, Paper	Logistics, Clinical and Non-Clinical Program Leadership	General, St. Peters	Minimum 7 Years	No				
Registered Charity Returns	Electronic, Paper	Finance Leadership	100 King West, WLMH	Life of Hospital + 5 years	No				
T4 Annual Report	Electronic, Paper	Finance Leadership, Office of Integrated Research Leadership	100 King West, General, WLMH	Life of Hospital + 5 years	Yes	Name, ID, Address, SIN, Salary	Employees	Income Tax Act	Preparation of report to Human Resources to formulate the T4 for tax purposes.
Taxation	Electronic, Paper	Finance Leadership, Analysts	100 King West, WLMH	6 years from end of fiscal year	No			Income Tax Act	

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HUMAN RESOURCES									
Title	Format	Authorized Users	Location	Retention Period	Personal Information	Types of Personal Information	Individuals in Bank	Legal Authority	Uses
Agreements, Executive Employment	Electronic, Paper	CEO, Board of Directors, Human Resources Leadership, Finance/DSS, Leadership	100 King West	Life of Hospital + 5 Years	Yes	Name, ID, Phone, Education, Work History, Salary, Commentary, Address, Salary, Benefits	Employees	Employment Standards Act	To maintain records for the recruitment and ongoing supervision of Senior Executives.
Annual Workplace Inspection Reports	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Occupational Health & Safety, Joint Health and Safety Committees	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	7 Years	No	None		Occupational Health and Safety Act	
Bursary, Grants and Other Education Awards	Electronic, Paper	Education Staff, Office of Integrated Research Staff, HR, other authorized individuals	General, WLMH	10 Years	Yes	Name, ID, Address, Student ID, Education, Work History, Commentary, credentials, education	Employees, physicians, students	Public Hospitals Act, WLMH Policy	To recognize employees educational achievements, provision of bursaries & grants to students
Collective Bargaining	Electronic, Paper	HR	100 King West	10 years from date of record	no				
Criminal Reference Checks	Electronic, Paper	Human Resources	100 King West	Term of Employment + 3 Years	Yes	Name, Address, License #	Employees	As per requirement of Ministry of Community and Social Services for funding purposes.	To ensure safety of our vulnerable sector.
Employee Ability File	electronic	Health Safety and Wellness	Corporate Archive	10 years from date of record	yes	Name, ID, Phone, address	Employees		
Employee Education Records	Electronic, Paper	Education Leadership, Clinical & Non-Clinical Program Leadership	General, Juravinski, MUMC, 100 King West, St Peters, Corporate Archive	10 Years from date of record	Yes	Name, ID	Employees	Public Hospitals Act	To track attendance at in-service education sessions.
Employee Health Records	Electronic, Paper	Employee Health Services Staff, HR, Senior Management, other authorized individuals	All Sites	Minimum of 10 Years	Yes	Name, ID, Address, Phone, PHI, SIN, HCN, DOB, PHI	Employees	Employment Standards Act	To provide health services including health clearance and absence tracking, administrative purposes (WLMH supporting documentation as required)
Employee Learning Development and Personal Objective Records	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Human Resources	All Sites	Term of Employment + 3 Years	Yes	Name, ID, personal development plan, employment history	Employees	Employment Standards Act	To maintain records related to an employees ongoing education and personal development.
Ergonomic Assessments	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Occupational Health & Safety	100 King West, Juravinski, MUMC, Chedoke, St Peters	7 years	Yes	Name, physical assessment report	Employees	Occupational Health & Safety Act	To respond to staff concerns with workstation or furniture design and configuration.
Grievance Files	Electronic, Paper	Labour Relations Staff	100 King West,	Term of Employment + 3 Years	Yes	Name, ID	Employees	Employment Standards Act, Labour Relations Act	To maintain records related to the investigation of grievances for arbitration and mediation purposes.
Hazardous Substance Investigations	Electronic, Paper	Clinical and non-clinical program leadership, Occupational Health & Safety Staff, JHSC members	General, Juravinski, MUMC, 100 King West, St Peters	7 Years	No	None	Employees	Occupational Health and Safety Act	To investigate and resolve issues related to hazardous substance spills or exposure.
Mandatory Reporting to Colleges	Paper, Electronic	VP&CNE, Chiefs of Interprofessional Practice	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	Life of Hospital + 5 Years	Yes	Name, Address, Home Phone #, College Reg. #, Allegations	Employees	RHPA	To meet legislation mandatory reporting requirements
Material Data Safety Sheets	Paper	All Staff	All Sites	3 Years	No	None		Occupational Health and Safety Act	
Ministry of Labour Inspection Reports	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Occupational Health & Safety, JHSC members	All Sites	7 Years	Yes	Name	Employees	Occupational Health and Safety Act	
Minutes, Joint Occupational Health & Safety	Electronic, Paper	Occupational Health and Safety Staff, JHSC Members	All Sites	7 Years	Yes	Name	Employees	Occupational Health & Safety Act	To respond to health and safety concerns and issues.
Notice of Accidents and Records	Electronic, Paper	Occupational Health and Safety Staff, JHSC Members	All Sites	Minimum 1 year					
Occupational Health & Safety Records	Electronic, Paper	Occupational Health & Safety Staff, HR, physicians	All Sites	7 Years	Yes	Name, Personal Health Information, address, telephone, SIN, WSIB	Employees	Occupational Health and Safety Act	Process charges related to patient post mortem work (WLMH reporting or workplace accidents, support maintenance of a safe & healthy work environment)
Pay Equity	Electronic, Paper	HR	All sites	Life of Hospital + 5 Years	yes			Pay equity Legislative Requirements	
Personnel File - Decentralized	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Senior Executive	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	Term of Employment + 3 Years	Yes	Name, ID, Address, Phone, Education, Work History, Salary, Commentary	Employees	Employment Standards Act	To maintain records by the immediate supervisor for the recruitment and ongoing supervision of employees.
Personnel Files - Centralized	Electronic, Paper	Human Resources	100 King West,	Term of Employment + 3 Years	Yes	Name, ID, Address, Phone, Education, Work History, Salary, Commentary	Employees	Employment Standards Act	To maintain records by the Human Resources department for the recruitment and ongoing supervision of employees.
Personnel Files - Physicians	Electronic, Paper	Medical Department Leadership; Vice President, Medical, Credentials Office	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	Term of Appointment + 6 Years	Yes	Name, Address, Phone, Education, Work History, Salary, Commentary	Physicians	Public Hospitals Act	To maintain physician appointment and ongoing supervisory records.
Personnel Files - Volunteers	Electronic, Paper	Volunteer Resources Leadership	General, Juravinski, MUMC, WLMH, 100 King West, St. Peter's	Term of Appointment + 3 Years	Yes	Name, ID, Phone, Education, Work History, Police Checks	Volunteers	Employment Standards Act	To maintain information about volunteers providing services throughout the hospital

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Physician Manpower Planning	Electronic, Paper	Medical Department Leadership; Vice President, Medical, Credentials Office	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	7 Years	No				
Physician On-Call List	Electronic, Paper	Medical Department Leadership	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	Until Superseded	Yes	Name, Phone, Mobile	Physicians	Public Hospitals Act	To contact physicians for patient care.
Recruitment	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Medical Department Leadership, Senior Executive	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	1 year to Term of Employment + 3 Years	Yes	Name, Address, Phone, Education, Work History, Salary, Commentary	Employees, Prospective Employees, Students	Employment Standards Act	To maintain information about successful and unsuccessful applicants, internal competitions, and summer students.
Recruitment - Application Profiles	Electronic, Paper	All Staff	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	Life of Taleo	Yes	Name, Address, Phone, Education, Work History	Employees, Prospective Employees	Employment Standards Act	To maintain records relating to the recruitment of internal and external staff.
Recruitment - Physicians	Electronic, Paper	Medical Department Leadership; Vice President, Medical, Credentials Office	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	1 year to Term of Appointment + 6 Years	Yes	Name, Address, Phone, Education, Work History, Salary, Commentary	Physicians, Prospective Physicians	Public Hospitals Act	To maintain records relating to the recruitment of physicians.
Return to Work Program	Electronic, Paper	Health and Ability case managers, employee health nurses, clinical and non-clinical program leadership (restricted access)	All Sites	Indefinite (Medgate, ODISS, FileNexus)	Yes	Name, Address, Medical ID	Employees	Employment Standards Act, Workplace Safety Insurance Act, Human Rights Act, Accessibility for Ontarians Disability Act	To assist staff to return to work following injury or illness.
Search Committee	Electronic, Paper	President & CEO; Senior Executive	General, Juravinski, MUMC, 100 King West, St Peters	Until Superseded	Yes	Name, Address, Phone, Education, Work History	Employees, Prospective Employees	Employment Standards Act	To maintain records relating to the recruitment of senior staff.
Staff Schedules and/or Sign In Sheets	Electronic, Paper	Clinical and Non-Clinical Program Leadership, Medical Departments, Payroll	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	6 tp 20 Years	Yes	Name, ID	Employees	Income Tax Act, Employment Standards Act	To administer pay and benefits, and maintain records of hours worked.
Volunteer Evaluations	Electronic, Paper	Volunteer Services	All sites		yes	Name, ID, Phone, Commentary	Volunteers	Employment Standards Act	To maintain information about volunteers providing services throughout the hospital
X-Ray Worker	Electronic, Paper	Ocupational Health and Safety, DI	All Sitew	List of all x-ray workers: permanent Personal dosimeter records: three (3) years	yes	Name, ID	Employees	Occupational Health and Safety Act, X-Ray Safety Regulation, s. 9 and 12.	

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PATIENT CARE

Title	Format	Authorized Users	Location	Retention Period	Personal Information	Types of Personal Information	Individuals in Bank	Legal Authority	Uses
Master Patient Index	Electronic	Clinical and Non-Clinical Program Leadership, Medical Department Leadership, Senior Executive	all sites	Adults - Minimum of 10 years from date of discharge or death Children - Minimum of 10 years from 18th birthday  investigating as there do not appear to be any regulatory requirements for retention of the MPI. I would recommend 50-years if not indefinitely	Yes	Name, Address, Phone, Date of Birth, Gender, Marital/Family Status, OHIP #, ID, Patients Personal Health Information		Public Hospitals Act	Provision of care, document history of patient care, evaluation of quality of care and service provision, and research approved by the appropriate authority.
Medical Photography	Electronic, Paper	Audiovisual Staff	all sites	Adults - Minimum of 10 years from date of discharge or death Children - Minimum of 10 years from 18th birthday  Registries such as discharge, admission, OR are to be retained for 50 years	Yes	ID, Image	Patients	Public Hospitals Act	Patient Care and Education
Patient Registration	Electronic, Paper	Staff, Physicians, Midwives	all sites	Adults - Minimum of 10 years from date of discharge or death Children - Minimum of 10 years from 18th birthday	Yes	Name, Address, Phone, Date of Birth, Gender, Marital/Family Status, OHIP #, ID, Patients Personal Health Information		Public Hospitals Act	To maintain a record of each patient visit to the hospital for care and treatment.
Patient Admission Ledger	Electronic, Paper	Clinical Program Leadership	all sites	Adults - Minimum of 10 years from date of discharge or death Children - Minimum of 10 years from 18th birthday  Registries such as discharge, admission, OR are to be retained for 50 years	Yes	Name, Personal Health Information	Patients	Public Hospitals Act	Quality of care and process improvement
Patient Diagnostic Images	Electronic, Paper, Microfilm	Medical Department Leadership	General, Juravinski, MUMC, 100 King West, St. Peters, WLMH	Adults - Minimum of 5 years from creation date Breast Exams - Minimum of 10 years from creation date Children - Minimum of 5 years from 18th birthday	Yes	Name, ID, Personal Health Information, Images	Physicians	Public Hospitals Act	Make medical recommendation regarding patient care.
Patient Health Records	Electronic, Paper	Staff, Physicians, Midwives	all sites	Adults - Minimum of 15 years from date of discharge or death Children - Minimum of 15 years from 18th birthday	Yes	Name, Address, Phone, Date of Birth, Gender, Marital/Family Status, OHIP #, ID, Patients Personal Health Information		Public Hospitals Act	Provision of care, document history of patient care, evaluation of quality of care and service provision, and research approved by the appropriate authority.
Patient Implant Repository	Electronic, Paper	Program Leadership, Data Entry Clerks,	General, Juravinski, MUMC, St. Peters	Adults - Minimum of 5 years from creation date Breast Exams - Minimum of 10 years from creation date Children - Minimum of 5 years from 18th birthday	Yes	Name, ID, Address, Personal Health Information	Patients	Public Hospitals Act	Track implants for safety, recall and patient care.
Patient Wait List	Electronic	Clinical Program Leadership	General, Juravinski, MUMC, Chedoke, St. Peters, WLMH	7 Years	Yes	Name, Personal Health Information	Patients	Public Hospitals Act	Maintenance of internal patient wait lists and ministry reporting (includes Alternate Level of Care)
Pharmacy Dispensing Records	Paper	Pharmacy Staff	General, Juravinski, MUMC, St. Peters, WLMH, JCC, HGH Drugstore, MUMC Drugstore, JCC Retail Pharmacy	Minimum of 10 Years	Yes	Name, Address, Date of Birth, Gender, Height, Weight, OHIP #, ID, Regimen information	Patients	Controlled Drugs and Substances Act, Food and Drugs Act	Dispensing of prescribed drugs to patients.

Directory of Records and Personal Information Bank

RESEARCH

Title	Format	Authorized Users	Location	Retention Period	Personal Information	Types of Personal Information	Individuals in Bank	Legal Authority	Uses
Agreements, Research	Electronic, Paper	Senior Executive, Researchers, Office of Integrated Research Staff	General	Life of Hospital + 5 Years	No				
Research	Electronic, Paper	Office of Integrated Research, Reserachers	General, Juravinski, MUMC, 100 King West, , St Peters, WLMH, Corporate Archive	25 years	No				
Deposits - Research	Electronic, Paper	Finance Analyst, Office of Integrated Research	General	6 years from end of fiscal year	Yes	Name, Address	Employees, Patients, Vendors	Income Tax Act	Process deposits to accounts.
Research Data	Electronic, Paper	Principle investigator		Clinical studies: completion of study + 25 years Non-clinical studies: 5 years					
Investigator's Brocuhe, drafts of the brochure and the rationales for each change and documentation supporting that change	Electronic, Paper	Principle investigator		Completion of study plus 25 years				Act, Food and Drug Regulations s. C.05.012(3) & (4)	
Records respecting the enrolment of subjects including their contact information	Electronic, Paper	Principle investigator		Completion of study plus 25 years				Act, Food and Drug Regulations s. C.05.012(3) & (4)	
Records Respecting the Shipment, Receipt, Disposition, Return and Destruction of the Drug or Device	Electronic, Paper	Principle investigator		Completion of study plus 25 years				Act, Food and Drug Regulations s. C.05.012(3) & (4)	
Records Respecting all Research-Related Adverse Events Inside or Outside Canada	Electronic, Paper	Principle investigator		Completion of study plus 25 years				Act, Food and Drug Regulations s. C.05.012(3) & (4)	
Required Undertaking from the Investigator	Electronic, Paper	Principle investigator		Completion of study plus 25 years				Act, Food and Drug Regulations s. C.05.012(3) & (4)	
Study Protocols, Consent Forms and Drafts	Electronic, Paper	Principle investigator		Completion of study plus 25 years				Act, Food and Drug Regulations s. C.05.012(3) & (4)	
Research Ethics Board Attestation of Review and Approval;	Electronic, Paper	Principle investigator		Completion of study plus 25 years				Act, Food and Drug Regulations s. C.05.012(3) & (4)	
Research Proposals	Electronic, Paper	Principle investigator		Year of study plus 5 years				CIHR, Policy on Access to Research Outputs, September 2007; Tri-Agency Financial Administration Guide, Responsibilities and Accountability (Archiving of Research Data – CIHR	
Research Publications	Electronic, Paper	Principle investigator		Year of study plus 5 years				Outputs, September 2007; Tri-Agency Financial Administration Guide, Responsibilities and Accountability (Archiving of Research Data – CIHR	
Financial Records Related to Research (including Successful Grant Applications)	Electronic, Paper	Principle investigator		year of expiry of the project plus 7 years				Tri-Agency Financial Administration Guide, Responsibilities and Accountability (Archiving of Research Data – CIHR only)	
Agreements and Contracts Related to Research	Electronic, Paper	Principle investigator		Tri-agency financial administration guide, responsibilities and accountability (archiving of research data - CIHR only)				Tri-Agency Financial Administration Guide, Responsibilities and Accountability (Archiving of Research Data – CIHR only)	
Animal Care Committee Records	Electronic, Paper	Principle investigator		7 years				Animals for research Act, General Regulation 24, s.4	



Title	Format	Authorized Users	Location	Retention Period	Personal Information	Types of Personal Information	Individuals in Bank	Legal Authority	Uses
Animal Care Facility Operations Records	Electronic, Paper	Principle Investigator		2 years from the date that the cat/dog/animal was last in the facility				Animals for research Act, General Regulation 24, s.4	
Radiation Records	Electronic, Paper	Principle Investigator		Year of license expiry plus 1 year				Nuclear Safety and Control Act, General Nuclear Safety and Control Regulations, s.28	
Conflict of Interest Disclosure Records	Electronic, Paper	Principle Investigator		year end of study plus 7 years				Administration guide, responsibilities and accountability (archiving of research data -CIHR only)	
Intellectual Property and Commercialization Records	Electronic, Paper	Principle Investigator		end of intellectual property protection plus 2 years				Reasonable practice, limitations Act, s.4	
Research Misconduct Records, Investigations, and Proceedings	Electronic, Paper	Principle Investigator		year of completion of the inquiry or investigation plus 7 years				U.S. Federal Regulations (Public Health Service policies on research misconduct), 42 C.F.R., Part 93, s.93.317 (5)(b)	

Directory of Records and Personal Information Bank

QUALITY AND RISK MANAGEMENT

Title	Format	Authorized Users	Location	Retention Period	Personal Information	Types of Personal Information	Individuals in Bank	Legal Authority	Uses
Gift of Life Quality Records	Electronic, Paper	Gift of Life Coordinator	General	15 Years	Yes	Name, ID, Trillium Gift of Life ID, Personal Health Information	Patients	Trillium Gift of Life Act	Post Case Follow-up
Hospital Standardized Mortality Review and Investigations	Electronic, Paper	Quality & Patient Safety Leadership	HHS Internet	15 Years	No				
Hospital Standardized Mortality Review and Investigations - Trauma Morbidity & Mortality Review Meetings	Electronic, Paper	Quality & Patient Safety Leadership	General	15 Years	Yes	Patient Personal, Health, Care, Review, Name, ID	Patients		Quality Care Assurance, CIHI
Product Recalls	Electronic, Paper		100 King West	6 years after the end of the year to which they relate. Indefinitely for implantable devices	yes	Name, ID, Personal Health Information	Patients	Canada Consumer Product Safety Act (CCPSA)-sec 13	To notify patients of recalls of patient care implantable devices
Patient & Visitor Feedback	Electronic, Paper	Patient Experience Program, Clinical and Non-Clinical Program Leadership, Senior Executive, Medical Department Leadership	MUMC, St. Peter's, Juravinski, 100 King West, General, WLMH	7 Years to Life of Hospital + 5 Years	Yes	Name, ID, Address, Personal Health Information	Patients, Visitors	Public Hospitals Act	To respond to concerns or complaints; and to evaluate and improve program and service delivery.
Quality of Care Improvement Records & Reports	Electronic, Paper	Quality & Performance Leadership, Clinical and Non Clinical Program Leadership	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	15 Years	Yes	Name, ID, OHIP #, Personal Health Information	Patients	Public Hospitals Act, Excellence of Care for All Act	To assess, evaluate and improve quality of care
Quality of Care Reviews	Electronic, Paper	Patient Experience Program, Quality & Patient Safety Leadership	General, Juravinski, MUMC, 100 King West, St Peters, WLMH	15 Years	Yes	Name, ID	Patients	Public Hospitals Act, Excellence of Care for All Act	Quality of care reviews
Safety Occurrence Reports, Including Database	Electronic, Paper	Patient Experience Program, Occupational Health & Safety, Security Personnel, Clinical and Non-Clinical Program Leadership	100 King West	15 Years	Yes	Name, ID, Address, Phone, Email, Personal Health Information	All	Occupational Health and Safety Act	Investigation, resolution and process improvement.
Satisfaction Surveys, Patients & Staff	Electronic, Paper	Quality & Patient Safety Leadership, Clinical and Non-Clinical Program Leadership	St. Peter's, General, MUMC, Chedoke, Juravinski, WLMH	15 Years	No				
Security and Investigations (including notes, reports, photographs, videos and use of force reports)	Electronic, Paper	Security Personnel, Risk Management	All Sites	current year + 2 years, or until the conclusion of an ongoing matter	yes	Name, ID, Address, Phone, Email, Personal Health Information	Patient, Visitors, Staff, Physicians, Volunteers	Privacy Security and investigative services act and record keeping requirements for licensed business entities regulation, ss.	Investigation, resolution and process improvement.
Risk Alerts	Electronic, Paper	All Staff	St. Peter's, General, MUMC, 100 King West, Juravinski, WLMH	TBD	No				
Trespass Notices	Electronic, Paper	Security Personnel, Risk Management	General, Juravinski, MUMC, 100 King West, St Peters	7 Years	Yes	Name, Address	Patients, Visitors	Trespass to Property Act	To Issue Trespass Notice
Performance Monitoring, Scorecard, Statistics	Electronic, Paper	HHS Internet, Decision Support Staff, Board of Directors, Senior Executive, Clinical and Non-Clinical Program Leadership	MUMC, St. Peter's, Juravinski, 100 King West, General	Minimum 5 Years	No				