

# Personal Information Banks

Title of Record	Description	Official Custodian	Record Format	Purpose of the Record (legal authority)	Retention & Disposal	Details of Personal Information Collected	Uses
Accounts Payable/ Receivable	Records relating to payments by and paid to the Hospital to individuals.	Finance	Paper and Electronic	Income Tax Act	7-10 Years	Contact information/financial information if necessary	To process accounts payable and receivable
Admission/ Registration information of Patients	Records relating to the admission and registration information of patients.	Admitting/ Registration	Paper and Electronic	Public Hospitals Act, Personal Health Information Protection Act	50 Years	Personal Health Information, Personal Information	For patient care
Employee Information	Records relating to the employment of individuals at WCH, including Attendance, Scheduling, Employment History, Performance Management, Training Information, Contracts, Competition and Recruitment records.	Human Resources	Paper and Electronic	Employment Standards Act, Human Resource Management and Planning, Employee Benefit Plan	Varies depending upon type of record	Contact information, performance information, benefit history	Human Resources Management
Employee Health Information	Records relating to employees' health information, leaves of absence, disability claims occupational health and safety investigations and reports.	Occupational Health	Paper and Electronic	Occupational Health and Safety Act; Workplace Safety and Insurance Act	40 Years	Health and employment information as necessary	Used for employment management

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Employee Payroll and Tax information	Records relating to salary payments made to employees.	Human Resources/ Finance	Paper and Electronic	Employment Standards Act, Income Tax Act	7 Years	Contact information/financial information if necessary	Human Resources and Finance Management
Health Records	Records relating to patient care.	Health Information Management	Paper and Electronic	Public Hospitals Act, Personal Health Information Protection Act	10 years after discharge or death  If patient less than 18 years old, at least 10 years after 18 <sup>th</sup> birthday	Personal Health Information, Personal Information	Patient Care
Patient Accounts and Bills	Records related to billing information related to patient care.	Finance	Paper and Electronic	Public Hospitals Act, Personal Health Information Protection Act	7 Years	Contact information/financial information if necessary, Personal Health Information	Used for processing payments as needed.
Patient Relations	Records pertaining to patient inquires, complaints and compliments.	Patient Relations	Paper and Electronic	Excellent Care for All Act, Personal Health Information	2 Years	Contact Information, personal health information	Used for patient care and quality improvement
Physician Credentialing	Records relating to the recruitment and credentialing of physicians.	Medical Affairs Office	Paper and Electronic	Public Hospitals Act, Hospital By-laws	End of the last appointment year plus 15 years	Contact information, education and employment history, health information, personal information as required	Credentialing purposes

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Pharmacy records	Records pertaining to patient prescriptions, dispensing of medication.	Pharmacy	Paper and Electronic	Personal Health Information	2 Years	Contact information, personal health information, financial information, as necessary	Used to process prescriptions and dispense medications
Research Information	Records relating to participants involved in research studies.	Women's College Research Institute	Paper and Electronic	Collected with consent of patient participating	Retention period depends on length of study	Contact information, personal health information, financial information, demographic, as necessary for study	Research purposes
Resident Information	Records related to residents affiliated with hospital	Department of Medicine	Paper and Electronic	Public Hospitals Act, respective affiliation agreements	2 years after the end of placement	Contact information, education and employment history, financial information, as required	Ongoing management of Residents/Students
Volunteer Information	records relation to the management of volunteer services	Volunteer Services	Paper and Electronic	Volunteer Management Program	2 years after the end of service	Contact information	Ongoing Management of Volunteer Services Program