

Hospital Wide

General	
Name	Staff Phone Lists, On-Call Databases, Emergency Fan Out Lists, Go Live Plans and On-call Pager Schedules
Location	Various departments across the hospital.
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, home telephone number, home address, mobile phone contact information, employment status, and employee number.
Uses	To maintain contact information on employees and provide system support. Information used for scheduling, Call In; Disaster Call In, sending notifications regarding scheduling changes, contacting staff during issues and/or crises.
Users	Managers; Coordinators; Command Centre representatives and other staff as required.
Individuals in Bank	Employees
Retention & Disposal	Until such time as the employee ceases to be employed with the hospital.
Name	Employee Investigation and Complaints Records
Location	Various clinical departments
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, date of birth, gender, employee number, employment information, personal health information, contact information
Uses	To investigate and resolve employee complaints, allegations of employee misconduct, manage labour relations, and administer the grievance and arbitration process
Users	Managers and staff members as required
Individuals in Bank	Employees and clinical staff
Retention & Disposal	TBD

Human Resources

Name	Student Recruitment
Location	Various departments
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, contact information including address and telephone number, education history and program interests
Uses	Information is used to maintain records of prospective students and for various health outreach initiatives
Users	Managers and staff members as required.
Individuals in Bank	Students
Retention & Disposal	TBD
Name	Personnel Records
Location	Various departments
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, date of birth, home/emergency contact information, employee number, education information, research information, employment information, performance evaluations, discipline information, grievance information, criminal record check
Uses	Information is used to administer the employment relationship from the point of hiring to termination in accordance with established policies, collective agreements, and legislative requirements, and for contact/reporting purposes
Users	Managers and staff members as required
Individuals in Bank	Employees and clinical staff
Retention & Disposal	TBD

Name	Pensions
Location	Human Resources
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Pension Benefits Act</i> , RSO 1990, c P.8; <i>Canada Pension Plan</i> , R.S.C 1985, c C-8
Personal Information Maintained	Some or all of name, employee number, personal contact information and financial information

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Uses	To manage pension benefits.
Users	HR Managers and staff as required.
Individuals in Bank	Employees/Members of benefit plans.
Retention & Disposal	7 years after final pension/benefit payment.
Employee Health File	
Name	Employee Health File
Location	Human Resources
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40; Workplace Safety and Insurance Act, 1997, SO 1997, c 16, Sch. A; Occupational Health and Safety Act, RSO 1990, c O, s.26.1; Personal Health Information Protection Act, 2004, SO 2004, c 3, Sch. A</i>
Personal Information Maintained	Some or all of name, personal contact information and personal health information
Uses	Demonstrate compliance and determining fitness for work; Medical Absence, Accommodation
Users	Managers and staff as required; employees; third parties if Release of Information or subpoena received
Individuals in Bank	Employees and clinicians
Retention & Disposal	40 years
Tuition Assistance Program Records	
Name	Tuition Assistance Program Records
Location	Human Resources
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Name and personal contact information including home address
Uses	To manage reimbursements from education fund
Users	Managers of Human Resources and payroll staff as appropriate
Individuals in Bank	Employees
Retention & Disposal	TBD
Learning Management System Records	
Name	Learning Management System Records
Location	Human Resources
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Name and personal contact information including address and personal email address
Uses	To track completion of educational training
Users	Managers and staff as required
Individuals in Bank	Employees
Retention & Disposal	TBD

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Name	Competition and Recruitment
Location	Human Resources
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Employment Standards Act</i> , 2000, c. 41
Personal Information Maintained	Some or all of name, contact information including address and phone number, employment history and professional development, education and other information contained on submitted resumes.
Uses	Information used for recruitment purposes including determining if candidates have suitable qualifications to meet job requirements and to document competition and hiring process.
Users	Managers and staff as appropriate.
Individuals in Bank	Potential candidates applying for positions
Retention & Disposal	TBD
Employee File	
Name	Employee File
Location	Human Resources
Legal Authority	<i>Employment Standards Act</i> , 2000, c. 41, s. 15; <i>Canada Revenue Agency Act</i> , SC 1999, c 17
Personal Information Maintained	Some of all of name, employee number, address, gender, social insurance number, date of birth, marital status, telephone number, benefits options, education history, employment history, attendance and leave records, performance evaluations, disciplinary actions, WSIB records
Uses	To track employment history and ensure compliance with personal information required for payroll processing and benefit/pension carriers
Users	Management team and staff as appropriate; Auditors and Government offices CRA, Service Canada
Individuals in Bank	Employees
Retention & Disposal	TBD
Employee Payroll Records	
Name	Employee Payroll Records
Location	Human Resources
Legal Authority	<i>Employment Standards Act</i> , 2000, c. 41, s. 15; <i>Insurance Act</i> , R.S.O. 1990, c. I.8, s. 300; <i>Canada Pension Plan</i> , R.S.C., 1985, c. C-8; <i>Canada Revenue Agency Act</i> , SC 1999, c 17
Personal Information Maintained	Some or all of name, employee number, address, gender, social insurance number, date of birth,

	marital status, telephone number, tax exemptions, employee benefit information, bank account number, name of group life and pension beneficiary
Uses	To calculate and administer hospital payroll; to administer employee benefits and pensions; to meet legislative requirements
Users	Managers in Finance and Human Resources and staff as appropriate
Individuals in Bank	Employees
Retention and Disposal	TBD
Loan Contract Agreements	
Name	Loan Contract Agreements
Location	Human Resources
Legal Authority	<i>Canada Revenue Agency Act, SC 1999, c 17</i>
Personal Information Maintained	Some or all of name, address, date of birth, financial information
Uses	Information used to process payments
Users	Managers and staff as appropriate in Human Resources; Canada Revenue Agency
Individuals in Bank	Employees
Retention & Disposal	Indefinitely
Employee Benefit Plans	
Name	Employee Benefit Plans
Location	Human Resources
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, date of birth, gender, employment information and contact information including telephone numbers and/or addresses of plan members, spouses and/or dependents and beneficiaries
Uses	Information used to administer benefit plans
Users	Managers of Human Resources and staff as required; Benefit Carriers
Individuals in Bank	Plan members, spouses of plan members and/or their dependents, beneficiaries
Retention & Disposal	TBD
Bank Debit	
Name	Bank Debit
Location	Human Resources
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Name and certain financial information including bank information and benefit participation information

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Uses	Information used to administer benefit plans.
Users	Managers and Human Resources staff, as appropriate; Banks.
Individuals in Bank	Plan members
Retention & Disposal	Until employee is no longer employed at hospital

Name	Employment Contracts
Location	Human Resources
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Employment Standards Act</i> , 2000, c. 41
Personal Information Maintained	Some or all of name, personal contact information including address, financial information.
Uses	Information used to document terms of employment.
Users	Managers and Human Resources staff, as appropriate
Individuals in Bank	Employees
Retention & Disposal	TBD

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Office of the EVP & Chief Medical Officer

Office of the EVP & Chief Medical Officer	
Name	Physician Access Database
Location	Office of the EVP & Chief Medical Officer
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name; contact information including home address and home telephone number; date of birth; gender; Police Background Check; education history and experience.
Uses	To process new applicants and to contact individuals
Users	EVP & Chief Medical Officer; Chair of Medical Advisory Committee and other staff as appropriate.
Individuals in Bank	Physicians and Midwives
Retention & Disposal	2 years after the end of placement
Office of the EVP & Chief Medical Officer	
Name	Observerships
Location	Office of the EVP & Chief Medical Officer
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some of all of name, contact information including home address, education history, and photo ID
Uses	To process new applications and to contact individuals
Users	EVP & Chief Medical Officer, Department Chiefs and other staff as appropriate
Individuals in Bank	International Medical Graduates Observers
Retention & Disposal	2 years after the end of placement
Office of the EVP & Chief Medical Officer	
Name	Professional Staff Credentialing Records
Location	Office of the EVP and Chief Medical Officer
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, date of birth, gender, employment information, educational history; personal contact information
Uses	To document the administration of physician appointment and credentialing
Users	EVP and Chief Medical Officer, members of the Medical Advisory Committee, other staff as required
Individuals in Bank	Clinical staff
Retention & Disposal	TBD

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Office of the CEO

Office of the President & CEO	
Name	Direct-Report Personnel Files
Location	Office of the CEO
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name and personal information contained in employment agreements of staff reporting directly to the President and CEO.
Uses	This information is collected through the hospital's recruitment process and through the annual performance review process
Users	The President and CEO and other Human Resources staff as appropriate.
Individuals in Bank	All hospital staff who directly report to the President and CEO.
Retention & Disposal	TBD

Finance

Finance	
Name	Accounts Receivable Invoices
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Income Tax Act</i> , R.S.C. 1985, c 1 (5th Supp)
Information Maintained	Some or all of name, address, telephone number, financial information
Uses	To generate invoices for outstanding accounts for billing, collection, audit and control purposes.
Users	Managers and staff as appropriate; Insurance Providers
Individuals in Bank	Patients, Employees
Retention & Disposal	7 years
Finance	
Name	Patient Account/Encounter
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Income Tax Act</i> , R.S.C. 1985, c 1 (5th Supp)
Personal Information Maintained	Some or all of name, Medical Record Number, contact information and financial information
Uses	To generate invoices for outstanding accounts for billing, collection, audit and control purposes.
Users	Managers and staff as appropriate
Individuals in Bank	Patients, Employees
Retention & Disposal	TBD
Finance	
Name	Cash Receipts
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Income Tax Act</i> , R.S.C. 1985, c 1 (5th Supp)
Personal Information Maintained	Some or all of name, contact information and financial information including credit card information
Uses	For audit and control purposes
Users	Managers and staff as appropriate
Individuals in Bank	Patients, Employees
Retention & Disposal	7 years
Finance	
Name	Credit Card Refund Requisitions
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information	Some or all of name, contact information and

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Maintained	financial Information including credit card information
Uses	For audit and control purposes.
Users	Managers and staff as appropriate
Individuals in Bank	Patients
Retention & Disposal	TBD
 	
Name	Billing Batches
Location	Finance
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, contact information and financial Information including credit card information
Uses	For audit and control purposes.
Users	Managers and staff as appropriate, Patients
Individuals in Bank	Patients, Employees
Retention & Disposal	7 years
 	
Name	Installment Plan Agreement
Location	Finance
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, contact information and financial Information including credit card information
Uses	To maintain records for patients who have opted to pay in installments due to inability to settle the bill at once.
Users	Managers and staff as appropriate
Individuals in Bank	Patients, Employees
Retention & Disposal	7 years
 	
Name	OHIP Records
Location	Finance
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, contact information and financial Information including credit card information
Uses	To generate invoices for outstanding accounts for billing, collection, audit and control purposes.
Users	Managers and staff as appropriate
Individuals in Bank	Patients, Employees
Retention & Disposal	7 years
 	
Name	Remittance Advice

Location	Finance
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, contact information and financial Information including credit card information
Uses	For audit and control purposes.
Users	Managers and staff as appropriate
Individuals in Bank	Patients, Employees
Retention & Disposal	7 years
Assistive Device Requisition	
Name	Assistive Device Requisition
Location	Finance
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, contact information and financial Information including credit card information
Uses	To generate invoices for outstanding accounts for billing, collection, audit and control purposes.
Users	Managers and staff as appropriate
Individuals in Bank	Patients, Employees, Insurance
Retention & Disposal	7 years
Occupational/Physical Therapy Requisition	
Name	Occupational/Physical Therapy Requisition
Location	Finance
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, contact information and financial Information including credit card information
Uses	To generate invoices for outstanding accounts for billing, collection, audit and control purposes.
Users	Managers and staff as appropriate
Individuals in Bank	Patients, Employees
Retention & Disposal	7 years
Alternative Level of Care (ALC) Copayment Form	
Name	Alternative Level of Care (ALC) Copayment Form
Location	Finance
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, contact information and financial Information including credit card information
Uses	To obtain ALC copayment from patients. This is also used for audit and control purposes.
Users	Managers and staff as appropriate, Auditor General

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Individuals in Bank	Patients, Employees
Retention & Disposal	7 years
Name	
Accommodation Request Form ("ARF")	
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, contact information and financial information including credit card information
Uses	To obtain reimbursement from insurance companies related to preferred accommodation
Users	Managers and staff as appropriate, Insurance providers
Individuals in Bank	Patients, Employees
Retention & Disposal	7 years
Name	
Petty Cash Voucher	
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, contact information and financial information including credit card information
Uses	For audit and control purposes.
Users	Managers and staff as appropriate
Individuals in Bank	Patients, Employees
Retention & Disposal	7 years
Name	
Physician Billing Accounts	
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, address, telephone number, financial information
Uses	To generate invoices for outstanding accounts.
Users	Cash Office/Payment Collector; Finance Managers and staff as appropriate
Individuals in Bank	Physicians
Retention & Disposal	7 years after last use
Name	
Pathologists Trust Accounts	
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some of all of name, address, telephone number, financial information
Uses	To establish Pathologist Trust account

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Users	Managers from Finance, Academic Affairs, Human Resources and Payroll and respective staff, as appropriate
Individuals in Bank	Pathologists
Retention & Disposal	7 years after last use
Name	
Location	Academic/Hospital Funded Trust Accounts
Legal Authority	Finance
Personal Information Maintained	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Uses	Some or all of name, address, telephone number, financial information
Users	To establish Academic/Hospital Funded Trust accounts
Individuals in Bank	Managers from Finance, Academic Affairs, Human Resources and Payroll and respective staff, as appropriate
Retention & Disposal	Physicians
Name	
Location	Patient Comfort Trust Funds
Legal Authority	Finance
Personal Information Maintained	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Uses	Some or all of name, address, telephone number, financial information
Users	To reimburse, or provide financial support to underprivileged patients.
Individuals in Bank	Research & Trust Manager, Research & Trust Accountant, Accounts Payable Clerk; Finance staff as appropriate
Retention & Disposal	Patients
Name	
Location	Accounts Payable Invoices
Legal Authority	Finance
Personal Information Maintained	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Income Tax Act</i> , R.S.C. 1985, c 1 (5th Supp)
Uses	Some or all of name, contact information including address; social insurance number, financial information; personal health information
Users	Information is used to process payments
Individuals in Bank	Managers and staff as appropriate from Finance, Research, Vendor Administration, Auditors and Tax consultants
Retention & Disposal	Vendors, Staff, Physicians, Patients, Research

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	Participants
Retention & Disposal	TBD.
Name	
Retention & Disposal	TBD.
Name	Accounts Payable Payment Requisitions
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Income Tax Act</i> , R.S.C. 1985, c 1 (5th Supp)
Personal Information Maintained	Some or all of name, contact information including address, financial information, social insurance number; personal health information
Uses	Information is used to process payments
Users	Managers and staff as appropriate from Finance, Research, Vendor Administration, Auditors and Tax consultants
Individuals in Bank	Vendors, Staff, Physicians, Patients, Research Participants
Retention & Disposal	TBD
Name	
Retention & Disposal	TBD.
Name	Accounts Payable Employee Reimbursement Requisitions
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Income Tax Act</i> , R.S.C. 1985, c 1 (5th Supp)
Personal Information Maintained	Some or all of name, contact information including address, employee number
Uses	Information is used to process payments
Users	Managers and staff as appropriate from Finance, Research, Vendor Administration, Auditors and Tax consultants
Individuals in Bank	Staff or physicians on payroll
Retention & Disposal	TBD.
Name	
Retention & Disposal	TBD.
Name	Accounts Payable Payment Requisitions
Location	Finance
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Income Tax Act</i> , R.S.C. 1985, c 1 (5th Supp)
Personal Information Maintained	Some or all of name, contact information including address, financial information, social insurance number; personal health information
Uses	Information is used to process payments
Users	Managers and staff as appropriate from Finance, Research, Vendor Administration, Auditors and Tax consultants
Individuals in Bank	Vendors, Staff, Physicians, Patients, Research

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	Participants
Retention & Disposal	Keep at Recall for 7 years

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Planning

Planning	
Name	Incident Reports (Security)
Location	Planning
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Occupiers' Liability Act</i> , R.S.O 1990, c O.2, s.3.
Personal Information Maintained	Some or all of name, address, phone number, health information, date of birth
Uses	Collected in incident reports and retained as required to document security measures and outcomes at the hospital.
Users	Senior management and other users as required, including Legal, Human Resources, and Risk Management; Insurance provider.
Individuals in Bank	Staff, patients visitors, general public
Retention & Disposal	TBD.
Planning	
Name	Patient Affairs Reports
Location	Risk Management
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Excellent Care for All Act, 2010</i> , SO 2010, c 14
Personal Information Maintained	Some or all of name, address, phone number, personal health information, date of birth
Uses	Collected to follow-up with complainants, document details of incidents, and to address quality and services
Users	Senior management and staff as required including Legal, Human Resources, and Risk Management; Insurance provider
Individuals in Bank	Staff, patients, visitors, general public
Retention & Disposal	TBD

Risk Management

Risk Management	
Name	Event Tracking Reports
Location	Risk Management
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, contact information including address and phone number, personal health information
Uses	Created to report events for investigation, quality improvement and learning purposes
Users	Managers/Risk Management Department staff; other senior staff as required.
Individuals in Bank	Patients, Members of the general public
Retention & Disposal	Critical Incident Reports: Until, in the opinion of Risk Management and General Counsel, the matter has been finally resolved by way of settlement or judgment and all applicable appeal periods are exhausted; Non-critical incident reports: until follow-up is complete plus 2 years.
Risk Management	
Name	Feedback Summary Reports
Location	Risk Management
Legal Authority	<i>Excellent Care for All Act, 2010, SO 2010, c 14, s.5.</i>
Personal Information Maintained	Some or all of name and personal contact information including address
Uses	Collected to assist with follow up complaint investigations and for quality improvement and learning purposes.
Users	Managers and relevant staff members
Individuals in Bank	Managers, Physicians, and other staff
Retention & Disposal	TBD
Risk Management	
Name	Quality of Care Report
Location	Risk Management
Legal Authority	<i>Quality of Care Information Protection Act, 2004, SO 2004, c 3, Sch. B; Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, Medical Record Number and personal health information
Uses	Information used to investigate events for quality improvement and learning purposes

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Users	Quality of Care Committee members only
Individuals in Bank	Patients
Retention & Disposal	TBD
Name	Surveillance Line Lists
Location	Risk Management
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40; Health Protection and Promotion Act, R.S.O. 1990, c. H-7</i>
Personal Information Maintained	Some or all of name, date of birth, Medical Record Number, personal health information
Uses	Collected to track patients and the spread of infection regarding antibiotic-resistant organisms, tuberculosis, surgical site infections, etc. Also used for reporting to Ministry of Health and Long Term Care.
Users	Infection Control Department Managers, Physicians, and Corporate Health and Safety Services staff and other staff as required
Individuals in Bank	Patients
Retention & Disposal	Permanent
Name	Long Term Disability Claims
Location	Corporate Health and Safety Services
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40; Workplace Safety and Insurance Act, 1997, SO 1997, c 16, Sch. A; Occupational Health and Safety Act, RSO 1990, c O, s.26.1; Personal Health Information Protection Act, 2004, SO 2004, c 3, Sch. A</i>
Personal Information Maintained	Some or all of name, home telephone number, home address, personal health information employment status, and employee number.
Uses	To document the administration and accommodation of Hospital employees in need of long-term disability assistance
Users	Human Resources staff, Corporate Health and Safety Services staff as appropriate
Individuals in Bank	Employees
Retention & Disposal	TBD

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Communications & Public Affairs

Communications and Public Affairs	
Name	Media Consent Forms
Location	Communications and Public Affairs
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Information Maintained	Some or all of name, home telephone number, mobile telephone number and address
Uses	To obtain consent for photos/videos/media interviews and/or to disclose health information for media/publication opportunities.
Users	Managers and staff as appropriate, members of the media, general public and other health-care organizations as necessary.
Individuals in Bank	Patients, staff, health care practitioners, members of the community, students
Retention & Disposal	TBD

Information Management

INFORMATION COMMUNICATIONS and TECHNOLOGY	
Name	Information Management Systems
Location	Information Communications and Technology
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Name, Address, Home/Mobile phone numbers, Gender, Health Identification Number, Health history and status, Date of Birth, Religion, Language spoken, Next of Kin, Emergency Contact, Donor Information, Professional Status
Uses	Clinical Care
Users	Hospital Staff
Individuals in Bank	Patients, Staff
Retention & Disposal	TBD
PHOTO/VIDEO/AUDIO RECORDING CONSENTS	
Name	Photo/Video/Audio Recording Consents
Location	Information Communications and Technology
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, email address and telephone number.
Uses	To document permission given to reproduce images and/or audio/video recordings.
Users	Managers and staff as appropriate.
Individuals in Bank	Staff, Patients, Students, Physicians, Members of the Public.
Retention & Disposal	TBD
REQUESTS UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT	
Name	Requests under the <i>Freedom of Information and Protection of Privacy Act</i>
Location	Information Access and Privacy
Legal Authority	<i>Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c F.31</i>
Personal Information Maintained	Some or all of name, home telephone number, home address, personal email address, personal information to confirm requester's identity as necessary
Uses	To process requests, correspond with requesters and confirm requester's identity as necessary
Users	Freedom of Information Coordinator, Manager, Information Access and Privacy, Legal Counsel, Managers and staff as appropriate
Individuals in Bank	Individuals making requests under FIPPA
Retention & Disposal	TBD.

Name	Requests under the <i>Personal Health Information Protection Act, 2004</i> ,
Location	Information Access and Privacy
Legal Authority	<i>Personal Health Information Protection Act, 2004</i> , S.O. 2004, c. 3, Sch. A
Personal Information Maintained	Some or all of name, home telephone number, home address, personal email address, personal information to confirm requester's identity as necessary
Uses	To process requests, correspond with requesters and confirm requester's identity as necessary
Users	Manager, Information Access and Privacy, Legal Counsel, Managers and staff as appropriate
Individuals in Bank	Individuals making requests under PHIPA
Retention & Disposal	TBD.
Name	Worker Identity Database
Location	Information Access and Privacy
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40; <i>Occupiers' Liability Act</i> , R.S.O 1990, c O.2, s.3.
Personal Information Maintained	Month and day of birth; 3 digits of SIN; Photograph of head and shoulders; Hospital unique identifying number
Uses	To identify each hospital worker and his/her current authorization to work for the hospital, for the purposes of safety, security and work administration.
Users	Directors, Managers and hospital staff, as appropriate
Individuals in Bank	Everyone who is authorized to work at or on behalf of the hospital, including employees, researchers, physicians, volunteers, students and contractors
Retention & Disposal	5 years after end of last engagement as a worker at the hospital.

Education

Education	
Name	Registration Database
Location	Education
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name and personal contact information including email, home telephone number and address
Uses	For regulatory body accreditation purposes (Royal College of Physicians and Surgeons, etc), as well as to help determine/identify individuals who have completed program requirements
Users	Education Staff and Regulatory Bodies, upon request.
Individuals in Bank	Any individual who attends educational sessions provided by the Centre for Faculty Development
Retention & Disposal	Permanent
Education	
Name	Internship Candidate Records
Location	Education
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, address, telephone number, date of birth, letters of reference
Uses	Collected as part of the application process for selection of dietetic interns for training programs
Users	Coordinators of Nutrition and Dietetic Education/Research, Administrative Assistant, Registered Dietitians involved in the interview process and other staff as appropriate
Individuals in Bank	Dietetic internship candidates
Retention & Disposal	TBD.
Education	
Name	Dietetic Internship Records
Location	Education
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some or all of name, address, telephone number, date of birth, letters of reference, performance evaluations
Uses	Information used for ongoing evaluation and for determining completion and graduation
Users	Coordinators of Nutrition and Dietetic Education/Research, Administrative Assistant,

	Accreditors and other staff as appropriate
Individuals in Bank	Dietetic internship trainees
Retention & Disposal	5 years.
Student Documents	
Name	Student Documents
Location	Research
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, home addresses, financial information regarding graduate studies, educational transcripts, resumes containing personal information such as educational and employment history and other contact information
Uses	Record of progress and degree attainment
Users	Coordinators of Dietetic Education/Research and other staff as appropriate
Individuals in Bank	M.Sc. Candidates and Research Students, University of Toronto
Retention & Disposal	Permanent.
Registration Database	
Name	Registration Database
Location	Education
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, personal email, telephone number, address, education history
Uses	Planning & tracking student numbers; tracking compliance, validation, MTD data submission
Users	Department of Education staff and professional organizations seeking confirmation of residency (with appropriate request form)
Individuals in Bank	Students and observers
Retention & Disposal	TBD.

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Research

Research	
Name	Research Administration
Location	Research
Legal Authority	Grant applications; staff engagement surveys; contracts; conflict of interest declaration forms; intellectual property <i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, personal contact information including address and telephone number, financial information, salaries, social insurance number, educational and employment history; references
Uses	To administer grant applications, contracts, financial transactions, manage conflicts of interest disclosure, manage intellectual property arrangements, manage staffing and conduct general research reviews.
Users	Research staff as required, third parties including granting agencies, seconding organizations, collaborators, patent offices, patent agents and other advisors, potential and actual licensees, inventors
Individuals in Bank	Scientists, Collaborators, Subjects, Staff/Trainees, Contractors, Inventors, Complainants
Retention & Disposal	If Clinical Trial: 7 years after end of the study unless longer stipulated by journal; If Staff Engagement Records, 3 years
Research	
Name	Animal Care Committee Records
Location	Research
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Name and personal information contained on submitted resumes including personal contact information, employment and educational history, financial information
Uses	To review qualifications and conflicts of interest with respect to animal care in research studies; to set up and manage the membership of the committee; procurement of animals for research

Users	Research staff, Human Resources staff and other staff as required.
Individuals in Bank	Scientists, Collaborators, Staff/Trainees, ACC members, Complainants, Contractors
Retention & Disposal	7 years after end of study (study specific); 5 years if not study specific
Research Ethics Board Records	
Name	Research Ethics Board Records
Location	Research
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Name and personal information contained on submitted resumes including personal contact information, employment and educational history, financial information
Uses	To review qualifications and conflicts of interest with respect to human subject research studies; to set up and manage the membership of the committee
Users	Research staff, Human Resources staff and other staff as required.
Individuals in Bank	REB Members, Scientists, Collaborators, Subjects, Staff, Complainants
Retention & Disposal	If Clinical Trial: See Essential Documents - Other Research: 7 years after end of the study unless longer stipulated by journal If not specific to a study: 40 years
Research Misconduct Records (investigations and proceedings)	
Name	Research Misconduct Records (investigations and proceedings)
Location	Research
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, personal contact information including address and telephone number, personal health information, employment and educational information, financial information
Uses	To investigate allegations of research misconduct in accordance with policy and granting agency guidelines
Users	Research staff, Human Resources staff and other staff as required; certain third parties as required.
Individuals in Bank	Scientists, Collaborators, Subjects, Staff, Complainants
Retention & Disposal	7 years after end of matter

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Name	Research Grant Applications
Location	Cancer Services Planning and Performance
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Name and submitted resumes including contact information, education and employment history
Uses	During review of grant applications
Users	Funding agencies
Individuals in Bank	Researchers
Retention & Disposal	TBD

Decision Support

Decision Support	
Name	Alliance for Decision Support (ADS)
Location	Decision Support
Legal Authority	<i>Public Hospitals Act, R.S.O. 1990, c. P.40</i>
Personal Information Maintained	Some of all of name, contact information, date of birth, gender, personal health information and financial information
Uses	Collected in order to conduct research studies, projects for quality improvement, patient education, quality control, reporting to senior management, and reporting to the Ministry of Health and Long Term Care and the LHINs
Users	Researchers, Professors, Physicians, Nurses, Upper Management, and representatives from Patient Flow, Process Redesign, Finance and Risk Management, and Decision Support
Individuals in Bank	Patients
Retention & Disposal	TBD

Volunteer Services

Name	Volunteer Personnel Records & Database (including Gift Shop Volunteers)
Location	Volunteer Services
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, home telephone number, home address, date of birth, personal information contained on submitted résumés including education history and employment history
Uses	To contact volunteers and to manage volunteer placements and scheduling
Users	Director, Volunteer Services, Managers and staff, as appropriate with permission
Individuals in Bank	Hospital volunteers
Retention & Disposal	Indefinitely
Name	Volunteer Applications
Location	Volunteer Services
Legal Authority	<i>Public Hospitals Act</i> , R.S.O. 1990, c. P.40
Personal Information Maintained	Some or all of name, home telephone number, home address, date of birth, personal information contained on submitted résumés including education history and employment history
Uses	To screen volunteer applicants for volunteer opportunities with the hospital and to contact applicants
Users	Director, Volunteer Services, Managers and staff, as appropriate with permission
Individuals in Bank	Hospital volunteers and members of the public applying to be hospital volunteers
Retention & Disposal	7 years