

ADMHC logo

Directory of Records

Purpose: to identify the types of information created and maintained within the Arnprior & District Memorial Hospital Corporation for day to day work processes; these may include Personal Information Banks.

Organization: Part A includes General Records; Part B lists Personal Information Banks. For ease of reference, types of records have been grouped into seven key functional areas: Governance, Administration, Human Resources, Financial and Information Services, Facilities and Property, Patient and Resident Services, and Community and Public Relations.

Contact Us: Arnprior & District Memorial Hospital Corporation Chief Privacy Officer; 613-623-3166, ext. 261; 350 John Street North, Arnprior ON, K7S 2P6

Part B - Index of Personal Information Banks

Functional Area

Governance

Name:	Register of Members
Location:	President & CEO Office
Legal Authority:	Corporations Act
Information Maintained:	Direct personal information (some or all of: name, home address, home telephone, email, assistant's name, assistant's telephone, assistant's email)
Uses:	to document the membership of the Corporation and to produce mailing labels and/or email distribution lists
Users:	President & CEO, Senior Management, board members
Individuals in Bank:	Present and past members of the Corporation; may include public, staff
Retention and Disposal:	Permanent

	Name:	Applications for corporate membership
	Location:	President & CEO Office
	Legal Authority:	Corporations Act
	Information Maintained:	Direct personal information (some or all of: name, home address, home telephone, email, assistant's name, assistant's telephone, assistant's email)
	Uses:	To maintain a record of past and present applications for corporate membership
	Users:	President & CEO, Governance and Nominating Committee members
	Individuals in Bank:	Present and past applicants for membership in the Corporation; may include public, staff
	Retention and Disposal:	retained for a minimum of 10 years; disposal by secure shredding
	Name:	Register of Directors/ Board of Directors Contact List
	Location:	President & CEO Office
	Legal Authority:	Corporations Act
	Information Maintained:	Direct personal information (some or all of: name, home address, home telephone, email, assistant's name, assistant's telephone, assistant's email)
	Uses:	to document the membership of the Board and to produce mailing labels and/or email distribution lists
	Users:	President & CEO, Senior Management, board members
	Individuals in Bank:	Present and past members of the Board; may include public, staff
	Retention and Disposal:	Permanent
	Name:	Notices under the Corporations Information Act/Corporation Filing on Board membership
	Location:	President & CEO Office
	Legal Authority:	Corporations Information Act
	Information Maintained:	Board member name, address, date of appointment
	Uses:	Filings with Ministry of Consumer Affairs
	Users:	President & CEO, Governance and Nominating Committee members
	Individuals in Bank:	Present and past members of the Board; may include public, staff
	Retention and Disposal:	Permanent
	Name:	Applications for board membership
	Location:	President & CEO Office

	Legal Authority:	Corporations Act
	Information Maintained:	Name, address, telephone number, occupation, education, public or professional organization experience, biographical information.
	Uses:	To maintain a record of past and present applications for board membership
	Users:	President & CEO, Governance and Nominating Committee members
	Individuals in Bank:	Present and past applicants for membership in the Board; may include public, staff
	Retention and Disposal:	Permanent
	Name:	Credentialing files
	Location:	President & CEO Office
	Legal Authority:	Public Hospitals Act, R.S.O., 1990
	Information Maintained:	Name, address, telephone number, education, experience, biographical information, references
	Uses:	To maintain a record of physician appointed to medical staff
	Users:	Board Chair, President & CEO, Credentials Committee, Chief of Staff, MAC
	Individuals in Bank:	Physicians and other health professionals with privileges
	Retention and Disposal:	Permanent
	Name:	Applications for Licence Grove Nursing Home
	Location:	President & CEO Office
	Legal Authority:	Long Term Care Act
	Information Maintained:	Names, addresses, and qualifications
	Uses:	To maintain a record of filings
	Users:	President & CEO
	Individuals in Bank:	Board members, staff
	Retention and Disposal:	Permanent
	Name:	Tenant Leases Primary Health Care Centre
	Location:	President & CEO Office
	Legal Authority:	Corporate retention policy
	Information Maintained:	Names, addresses, financial arrangements
	Uses:	Record of lease agreement
	Users:	President & CEO; VP Finance

	Individuals in Bank:	Physicians
	Retention and Disposal:	Indefinite
	Name:	Estate files and bequests
	Location:	President & CEO Office
	Legal Authority:	Corporate retention policy
	Information Maintained:	Last Wills and Testaments
	Uses:	To administer Individual bequests and wills
	Users:	CEO, VP Finance
	Individuals in Bank:	Donors
	Retention and Disposal:	Indefinite
	Name:	Ministry of Health/Hospital/Physician Agreements
	Location:	President & CEO Office
	Legal Authority:	Public Hospitals Act
	Information Maintained:	Names of individuals and financial reporting
	Uses:	To administer the agreements
	Users:	CEO, VP Finance
	Individuals in Bank:	Physicians
	Retention and Disposal:	Corporate retention policy
Administration		
	Name:	Departmental Contact Lists and Schedules
	Location:	President & CEO Office
	Legal Authority:	Corporations Act
	Information Maintained:	Names and locations of work
	Uses:	Communication, emergency response
	Users:	Leadership group
	Individuals in Bank:	Staff
	Retention and Disposal:	Indefinite
Human Resources		
	Name:	Personnel Files
	Location:	Human Resources Department

	Legal Authority:	Public Hospitals Act, Employment Standards Act
	Information Maintained:	Direct personal information (some or all of: name, date of birth, home contact information, emergency contact information, family status, beneficiary information, citizenship, SIN, employee number, education information, employment information, performance evaluations, discipline information, grievance information, criminal record check, attendance, financial information, health and disability information, images, description, reference letters, comments and opinions)
	Uses:	To administer the employment relationship; to meet legislative, policy and collective agreement requirements; to facilitate contact; for reporting purposes
	Users:	Authorized Human Resources staff, employee's supervisor
	Individuals in Bank:	Employees, past employees, emergency contacts
	Retention and Disposal:	Minimum 7 years after end of term of employment; disciplinary records as per collective agreement provisions
	Name:	Labour and Employee Relations Records
	Location:	Human Resources Department
	Legal Authority:	Public Hospitals Act, Employment Standards Act
	Information Maintained:	Collective bargaining files, grievance/arbitration files, general union correspondence, investigation files; human rights complaint and investigation files
	Uses:	To maintain current and historical labour and employee relations records for future Collective Bargaining & LR reference.
	Users:	Human Resources, Bargaining Team Members.
	Individuals in Bank:	Employees, past employees
	Retention and Disposal:	Indefinite
	Name:	Recruitment Records
	Location:	Human Resources Department
	Legal Authority:	Public Hospitals Act, R.S.O., 1990
	Information Maintained:	Staffing requisition, resumes (direct personal information including but not limited to name, address, telephone, email), expression of interest, job posting, external advertisements (if applicable), interview notes/guides, employment notice, Personnel Action Forms
	Uses:	To maintain a complete recruitment file for each posted position.

	Users:	Human Resources
	Individuals in Bank:	Prospective employees, employees
	Retention and Disposal:	Varied
	Name:	Workplace Agreements
	Location:	Human Resources Department
	Legal Authority:	Corporations Act, Public Hospitals Act
	Information Maintained:	Workplace agreements between high schools/colleges/universities and the Hospital. Specific school and student names, duration of placement.
	Uses:	To outline the terms and conditions between the school the students are affiliated with, and the Hospital.
	Users:	Human Resources
	Individuals in Bank:	Students
	Retention and Disposal:	Varied
	Name:	Student/Volunteer Placement Files
	Location:	Human Resources Department
	Legal Authority:	Corporations Act, Public Hospitals Act
	Information Maintained:	Name, Address, Telephone number, Resume, criminal reference check, workplace agreement (if being placed by a school), immunization records, training records, schedules.
	Uses:	To maintain a file for each student/volunteer to include on-boarding and other documents relevant to their unpaid work at the Hospital
	Users:	Human Resources
	Individuals in Bank:	Students and volunteers
	Retention and Disposal:	Varied
	Name:	Staff and Volunteer Recognition Award Program records
	Location:	Human Resources Department
	Legal Authority:	Corporations Act, Public Hospitals Act
	Information Maintained:	Direct personal information (some of all of: name, address, telephone number, employment history, letters of commendation), related correspondence
	Uses:	To administer the recognition awards program
	Users:	Human Resources
	Individuals in Bank:	Nominees and award recipients

	Retention and Disposal:	Varied
	Name:	Occupational Health and Safety Records
	Location:	Occupational Health and Safety Department
	Legal Authority:	Occupational Health & Safety Act; Workplace Safety and Insurance Act
	Information Maintained:	Health Appraisal Form, Assessment Tool for Health Care Provider Hands, Employee Consent for treatment, immunization status, Incident Reports, correspondence from/to WSIB; Lab & Diagnostic results if applicable, Nurses notes, MD certificates, FAF
	Uses:	To maintain an occupational health record of all staff; to identify and respond to injuries and issues (WSIB and non-WSIB); to fulfill the institution's obligations to provide a safe and healthy workplace
	Users:	Occupational Health and Safety staff and physicians
	Individuals in Bank:	Employees, past employees, students, volunteers, physicians, witnesses
	Retention and Disposal:	Varied
	Name:	Infection Prevention and Control Records
	Location:	Infection Prevention and Control Department
	Legal Authority:	Health Protection and Promotion Act, R.S.O. 1990
	Information Maintained:	Direct personal information (including but not limited to names, personal identifier number, age, location, admission & discharge date, specimen collection date & source, additional precaution days, investigation & follow up
	Uses:	Disease specific surveillance, admission surveillance, contact tracing, point prevalence; for reporting purposes, disease specific tracking, identifying additional precautions & outbreaks;
	Users:	Infection Prevention and Control staff and physicians
	Individuals in Bank:	Patients, residents, staff, visitors, contacts
	Retention and Disposal:	Varied
	Name:	Educational Attendance Records
	Location:	Education Department
	Legal Authority:	Public Hospitals Act, R.S.O.1990
	Information Maintained:	Names and areas of work
	Uses:	To manage the education and training service
	Users:	Educator

	Individuals in Bank:	Staff, students, volunteers, physicians
	Retention and Disposal:	Varied
	Name:	Employee Payroll Files
	Location:	Payroll Office
	Legal Authority:	Employment Standards Act, Insurance Act, Canada Pension Plan
	Information Maintained:	Name, address , telephone number, occupation, status change forms, enrolment forms for pension, health benefits, rate increase and vacation increase calculations, banking information, TD1's, EI Records, correspondence.
	Uses:	To maintain a record of current and past payroll related information.
	Users:	V.P. Human Res., H.R. Generalist, Payroll/Personnel Officer
	Individuals in Bank:	Staff
	Retention and Disposal:	Varied
	Name:	Payroll Register
	Location:	Payroll Office
	Legal Authority:	Employer Health Tax Act, Canada Pension Plan, Employment Insurance Act, Income Tax Act
	Information Maintained:	Direct personal information (some or all of: name, address, SIN, hours of work and pay rate, bank account number)
	Uses:	To administer compensation, provide information to CRA, and for audit purposes
	Users:	V.P. Human Res., H.R. Generalist, Payroll/Personnel Officer
	Individuals in Bank:	Staff
	Retention and Disposal:	Varied
	Name:	T4 Reports
	Location:	Payroll Office
	Legal Authority:	Income Tax Act
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, email address, employee number, financial information, employment history)
	Uses:	For administration and audit purposes
	Users:	V.P. Human Res., H.R. Generalist, Payroll/Personnel Officer
	Individuals in Bank:	Staff

	Retention and Disposal:	Minimum 7 years
	Name:	Pension Records
	Location:	Payroll Office
	Legal Authority:	Employment Insurance Act
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, email address, employee number, SIN, employment history, tax information), correspondence
	Uses:	To administer pension entitlements
	Users:	V.P. Human Res., H.R. Generalist, Payroll/Personnel Officer
	Individuals in Bank:	Staff and former staff
	Retention and Disposal:	Varied
	Name:	Benefits Records
	Location:	Payroll Office
	Legal Authority:	Employment Standards Act, Insurance Act, Canada Pension Plan
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, email address, employee number, employment history), correspondence
	Uses:	To administer the employee benefits program
	Users:	V.P. Human Res., H.R. Generalist, Payroll/Personnel Officer
	Individuals in Bank:	Staff and family
	Retention and Disposal:	Minimum 7 years
	Name:	Parking Records
	Location:	Payroll Office
	Legal Authority:	Corporations Act
	Information Maintained:	direct personal information (some of all of: name, employee number, home address, telephone number)
	Uses:	to issue parking permits to staff, students, volunteers, physicians
	Users:	V.P. Human Res., H.R. Generalist, Payroll/Personnel Officer
	Individuals in Bank:	staff, volunteers, students, physicians
	Retention and Disposal:	Minimum 7 years
	Name:	Identification Card Control

	Location:	Payroll Office
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information (some of all of: name, employee number, home address, telephone number, photograph)
	Uses:	Administer and maintain access control
	Users:	V.P. Human Res., H.R. Generalist, Payroll/Personnel Officer
	Individuals in Bank:	Staff, volunteers, students, physicians
	Retention and Disposal:	Minimum 7 years
Finance and Information Services		
	Name:	OHIP records
	Location:	Finance Department
	Legal Authority:	Health Insurance Act
	Information Maintained:	Direct personal information and personal health information
	Uses:	To submit patient accounts for reimbursement and maintain a record of their status
	Users:	Finance Dept. staff
	Individuals in Bank:	Patients
	Retention and Disposal:	Varied
	Name:	Accounts receivable reports and worksheets
	Location:	Finance Department
	Legal Authority:	Corporations Act
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, email, financial information)
	Uses:	To generate invoices for outstanding accounts and maintain a record of their status
	Users:	Finance Dept. staff
	Individuals in Bank:	Patients, staff, students, public
	Retention and Disposal:	Varied
	Name:	Accounts payable
	Location:	Finance Department
	Legal Authority:	Corporations Act

	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, email, financial information)
	Uses:	To provide reimbursement for various expenditures and to maintain a record of their status
	Users:	Finance Dept. staff
	Individuals in Bank:	Patients, staff, students, public
	Retention and Disposal:	Varied
	Name:	Systems and Accounts Administration Records
	Location:	IT Department
	Legal Authority:	Corporations Act
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, email)
	Uses:	To maintain confidentiality, internal control
	Users:	IT Department staff
	Individuals in Bank:	Staff, students, physicians
	Retention and Disposal:	Varied
	Name:	Personal Health Information Requests
	Location:	Chief Privacy Office
	Legal Authority:	Personal Health Information Protection Act
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, subject of request, related documentation), direct personal health information and related correspondence
	Uses:	To process requests for personal health information under PHIPA
	Users:	Chief Privacy Officer, authorized staff involved in a request
	Individuals in Bank:	Patients, health care providers, others authorized to request personal health information of another individual
	Retention and Disposal:	Varied
	Name:	Freedom of Information Requests
	Location:	Freedom of Information Coordinator Office
	Legal Authority:	Freedom of Information and Protection of Privacy Act
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, record of payment, subject of request, related documentation)

	Uses:	To process access requests and requests for corrections to personal information or investigate privacy complaints under FIPPA
	Users:	Freedom of Information Coordinator, authorized staff involved in a request
	Individuals in Bank:	Individuals making requests
	Retention and Disposal:	Varied
	Name:	Master Patient Index
	Location:	Health Records Department
	Legal Authority:	Public Hospitals Act, R.S.O. 1990, Personal Health Information Protection Act, S.O. 2004
	Information Maintained:	Personal health information
	Uses:	To support health care, maintain patient records, and for reporting purposes
	Users:	Health Records Dept. staff, health care providers
	Individuals in Bank:	Patients
	Retention and Disposal:	Minimum 10 years after last entry
	Name:	Patient Charts
	Location:	Health Records Department
	Legal Authority:	Public Hospitals Act, R.S.O. 1990, Personal Health Information Protection Act, S.O. 2004
	Information Maintained:	Direct personal information, direct personal health information
	Uses:	To maintain records of patients treated at the hospital
	Users:	Health care providers and health records staff
	Individuals in Bank:	Patients
	Retention and Disposal:	Minimum 10 years after last entry
	Name:	Diagnostic Images
	Location:	Diagnostic Imaging Department
	Legal Authority:	Public Hospitals Act, R.S.O. 1990, Personal Health Information Protection Act, S.O. 2004
	Information Maintained:	Personal health information
	Uses:	To maintain records of patients treated at the hospital
	Users:	Health care providers and health records staff
	Individuals in Bank:	Patients

	Retention and Disposal:	Minimum 10 years after last entry
	Name:	Patient Registration
	Location:	Emergency, Inpatients, Outpatients
	Legal Authority:	Public Hospitals Act, R.S.O. 1990, Personal Health Information Protection Act, S.O. 2004
	Information Maintained:	Personal health information
	Uses:	To facilitate patient services, generate statistics and reports
	Users:	Authorized staff
	Individuals in Bank:	Patients
	Retention and Disposal:	Varied
	Name:	Food Services/Patient Diet Information
	Location:	Food Services Manager's Office
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information and personal health information
	Uses:	For patient nutrition and meal planning
	Users:	Food Services staff
	Individuals in Bank:	Patients
	Retention and Disposal:	Varies
Facilities and Property		
	Name:	Fan Out List
	Location:	Manager Buildings and Environmental Services Office
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, email)
	Uses:	To call staff in on an emergency basis
	Users:	Managers and staff
	Individuals in Bank:	Staff
	Retention and Disposal:	Indefinite
	Name:	Seniority List/Call-in List
	Location:	Manager Buildings and Environmental Services Office

	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, email)
	Uses:	To call in Building and Environmental Services staff to cover vacant shifts
	Users:	Manager Buildings and Environmental Services and Lead Hand
	Individuals in Bank:	Staff
	Retention and Disposal:	Indefinite
	Name:	Key Access Records
	Location:	Manager Buildings and Environmental Services Office
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information (some or all of: name, employee number, address, telephone number, email)
	Uses:	Maintain security of buildings and contents, prevent unauthorized access
	Users:	Manager Buildings and Environmental Services, Lead Hand
	Individuals in Bank:	Staff, volunteers, students, physicians
	Retention and Disposal:	Indefinite
	Name:	Video Surveillance Records
	Location:	Manager. Buildings & Environmental Services Office
	Legal Authority:	Public Hospitals Act, R.S.O. 1990, Freedom of Information and Protection of Privacy Act
	Information Maintained:	video images of people entering hospital property
	Uses:	to investigate safety or security incidents
	Users:	Manager Buildings & Environmental Services and authorized individuals involved in investigations
	Individuals in Bank:	public, patients, staff, volunteers, students, physicians
	Retention and Disposal:	Three months; erased/over-written
	Name:	Security reports
	Location:	Manager. Buildings & Environmental Services Office
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, date of birth, gender, driver's license number, nature of incident/complaint, images, witness statements, case notes)

	Uses:	to maintain a safe environment and to investigate security incidents
	Users:	staff, managers
	Individuals in Bank:	public, patients, staff, volunteers, students, physicians
	Retention and Disposal:	Indefinite
Patient and Resident Services		
	Name:	Patient Relations Files: letters of thanks, letters of complaint
	Location:	VP Patient and Resident Services Office
	Legal Authority:	Public Hospitals Act, R.S.O. 1990, Excellent Care for All Act
	Information Maintained:	Direct personal information (some or all of name, address, telephone number, email address, personal views) and supporting documentation
	Uses:	Patient relations, quality review
	Users:	CEO, VPs
	Individuals in Bank:	Patients, families, public
	Retention and Disposal:	Indefinite
	Name:	Outpatient Clinic Physician Contact List
	Location:	Nursing Admin
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Name, address, telephone number, occupation, visiting specialists
	Uses:	Contact
	Users:	Nursing Admin
	Individuals in Bank:	Physicians
	Retention and Disposal:	Indefinite
	Name:	Nursing Staff Contact Information
	Location:	Nursing Admin
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, employee number, occupation)
	Uses:	Contact
	Users:	Nursing Admin, Payroll
	Individuals in Bank:	Nursing staff
	Retention and Disposal:	Indefinite

	Name:	Nursing Staff Schedules
	Location:	Nursing Admin
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, employee number, occupation); work schedules
	Uses:	Scheduling and payroll
	Users:	Nursing Admin
	Individuals in Bank:	Nursing staff
	Retention and Disposal:	Indefinite
	Name:	The Grove Nursing Home - Employee Files
	Location:	Director of Care Office
	Legal Authority:	Long-Term Care Act
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, occupation, registration number, employee number)
	Uses:	Maintain a record of active staff
	Users:	Director of Care Office
	Individuals in Bank:	Staff
	Retention and Disposal:	Indefinite
	Name:	The Grove Nursing Home - Staff Memoranda
	Location:	Director of Care Office
	Legal Authority:	Long-Term Care Act
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, occupation, registration number, employee number)
	Uses:	Maintain a record of communications from manager to staff
	Users:	Managers and staff
	Individuals in Bank:	Managers and staff
	Retention and Disposal:	Indefinite
	Name:	The Grove Nursing Home - Resident Financial Records
	Location:	Director of Care Office
	Legal Authority:	Long-Term Care Act

	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, age, sex, family, identifying number, race, religious affiliation, financial information)
	Uses:	To maintain a record of present and past residents. As required by MOHLTC act.
	Users:	Director of Care and Business Office staff
	Individuals in Bank:	Residents and families
	Retention and Disposal:	Indefinite
	Name:	Diagnostic Imaging - Technologist Contact List
	Location:	Charge Technologist office
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, employee number, occupation)
	Uses:	To call staff for DI shifts.
	Users:	Charge Technologist & DI Staff
	Individuals in Bank:	Diagnostic Imaging department staff
	Retention and Disposal:	Indefinite
	Name:	Diagnostic Imaging - Employee Files
	Location:	Charge Technologist office
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information (some or all of: name, address, telephone number, employee number, occupation), may also include vacation requests, copies of educational certificates, quality assurance forms
	Uses:	To assist in managing the employment relationship
	Users:	Charge Technologist
	Individuals in Bank:	Diagnostic Imaging department staff
	Retention and Disposal:	Indefinite
	Name:	Diagnostic Imaging - Staff Registration
	Location:	Charge Technologist office
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Includes CAMRT/OAMRT and College of Medical Radiation Technologists of Ontario. Also Includes CSDMS and ARDMS for Sonographers

	Uses:	To document that registered staff have paid their professional dues and are fit to work
	Users:	Charge Technologist
	Individuals in Bank:	Diagnostic Imaging department staff
	Retention and Disposal:	Indefinite
	Name:	Pharmacy - Dispensing Records
	Location:	Pharmacy Department
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information (some of all of: name, address, telephone number, email address, date of birth, gender) and direct personal health information (including physicians' orders, record of drugs dispensed, quantity, date and by whom)
	Uses:	Drug therapy monitoring, Statistics and drug usage information.
	Users:	Pharmacy staff
	Individuals in Bank:	Patients
	Retention and Disposal:	Varied
	Name:	Pharmacy - Narcotic and Controlled Drug Records
	Location:	Pharmacy Department
	Legal Authority:	Narcotic Control Regulations under the Controlled Drugs and Substances Act
	Information Maintained:	Direct personal information and personal health information (some of all of: name, drug & dose administered, time & date of administration, physician name, nurse)administering dose, inventory quantities
	Uses:	Tracking of inventory levels, follow-up re medication incidents
	Users:	Pharmacy staff
	Individuals in Bank:	Patients, physicians, staff
	Retention and Disposal:	Minimum 2 years
	Name:	Physiotherapy - Patient Records
	Location:	Physiotherapy Department
	Legal Authority:	Public Hospitals Act, R.S.O. 1990
	Information Maintained:	Direct personal information and personal health information (some or all of: patient identification information, treatments received, test and OR reports, invoicing information, copies of letters re legal matters)
	Uses:	Physiotherapist reference for previous treatments and results

	Users:	Physiotherapy Staff
	Individuals in Bank:	Patients
	Retention and Disposal:	Varies
Community and Public Relations		
	Name:	Photographs
	Location:	Manager Community Relations and Fund Development Office
	Legal Authority:	Corporations Act, Freedom of Information and Protection of Privacy Act
	Information Maintained:	Direct personal information (some or all of: visual images, name, address, telephone number)
	Uses:	Communication, promotion, recognition
	Users:	Manager Community Relations and Fund Development
	Individuals in Bank:	Public, staff, volunteers, students, physicians
	Retention and Disposal:	Indefinite
End		