

Personal Information Banks Directory as of January 1, 2012

Subject	Attendance and Scheduling
Title	Staff Attendance Records
Type	Personal Information Bank
Description	Records relating to the attendance and scheduling that document hours of work, overtime hours, shift schedules, vacation time, statutory holidays and sick leave etc.
Custody/Location	Various Departments throughout the hospital
Users	Human Resource Department Staff and pertinent Management Staff
Who Accesses the Records	Human Resource Department Staff and pertinent Management Staff
Legal Authority/Regulations	Employment Standards Act s. 15 (5)
Retention Period	3 years from the last date of employment

Subject	Recruitment
Title	Recruitment and Competition Records
Type	Personal Information Bank
Description	Records relating to the recruitment of staff for permanent, part-time, and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates etc.
Custody/Location	Various Departments throughout the hospital
Users	Human Resource Department Staff and pertinent Management Staff
Who Accesses the Records	Human Resource Department Staff and pertinent Management Staff
Legal Authority/Regulations	Public Hospitals Act R.S.O 1990, c. P.40
Retention Period	1 year from the last date of use

Subject	Personnel Management
Title	General Personnel Records
Type	Personal Information Bank
Description	Name, occupation, address, email address, telephone number, employee number, date of birth, education information, emergency contact information, names and dates of birth of beneficiaries and dependants, Social Insurance Number, benefit options, salary, employee and benefit transactions, disciplinary action etc.
Custody/Location	Various Departments throughout the hospital
Users	Human Resource Department Staff and pertinent Management Staff
Who Accesses the Records	Human Resource Department Staff and pertinent Management Staff
Legal Authority/Regulations	Employment Standards Act s. 15 (5)
Retention Period	3 years from the last date of employment

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Subject	Personnel Management
Title	Organizational Development - Education
Type	Personal Information Bank
Description	Used to manage the education and funding of Sunnybrook staff members: name, occupation, address, email address, telephone number, employee number, date of birth, education information, etc.
Custody/Location	Organizational Development
Users	Organizational Development Staff
Who Accesses the Records	Human Resource Department Staff
Legal Authority/Regulations	N/A
Retention Period	N/A

Subject	Patient Relations
Title	Patient Relations Records
Type	Personal Information Bank
Description	Records relating to complaints including, name, address, telephone number, etc.
Custody/Location	Patient Relations Office / Other departmental patient relations areas in the hospital
Users	Patient Relations Staff and other pertinent Management Staff
Who Accesses the Records	Patient Relations Staff and other pertinent Management Staff
Legal Authority/Regulations	Corporate Policy
Retention Period	2 years from the last date of use.

Subject	Patient Accounts
Title	Patient Account Records
Type	Personal Information Bank
Description	Records relating to charges for services not covered under the Ontario Health Insurance Plan (OHIP) such as in-room telephone, television, preferred accommodation, ambulance co-payment and medical devices etc.
Custody/Location	Finance – Patient Accounts Department
Users	Finance Staff
Who Accesses the Records	Finance Staff
Legal Authority/Regulations	Limitations Act, s. 4 and s. 15
Retention Period	Current year plus 2 years.

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Subject	Business Systems
Title	Corporate Planning and Development Equipment Request
Type	Personal Information Bank
Description	Records relating to staff and vendors and information relating to the acquisition of capital purchases etc.
Custody/Location	Corporate Planning and Development Department
Users	Corporate Planning and Development Staff
Who Accesses the Records	Corporate Planning and Development Staff
Legal Authority/Regulations	N/A
Retention Period	N/A.

Subject	Business Systems
Title	Supply Chain Management
Type	Personal Information Bank
Description	Contains information about third party vendors, contractors etc that Sunnybrook acquires good or services from. System includes, company names, telephone numbers, third party employee names, titles etc.
Custody/Location	Internal Sourcing Department
Users	Internal Sourcing Staff
Who Accesses the Records	Internal Sourcing Staff
Legal Authority/Regulations	N/A
Retention Period	N/A.

Subject	Business Systems
Title	Personnel Scheduling System
Type	Personal Information Bank
Description	System is used to schedule Sunnybrook nursing staff.
Custody/Location	Sunnybrook
Users	Management Staff with Responsibilities of Scheduling Staff
Who Accesses the Records	Sunnybrook Management and Staff
Legal Authority/Regulations	N/A
Retention Period	N/A.

Subject	Cash Receipts Register
Title	Finance Records
Type	Personal Information Bank
Description	Records relating to payments for Hospital services that are made in cash.
Custody/Location	Finance – Accounts Receivable Department
Users	Finance Staff
Who Accesses the Records	Finance Staff
Legal Authority/Regulations	Income Tax Act s. 230(1), Income Tax Regulations s. 5800
Retention Period	15 Years

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Subject	Payroll Records
Title	Individual Employee Payroll Records
Type	Personal Information Bank
Description	Records relating to individual employees' name, address, SIN, pay, benefits, deductions, tax contributions, pension contribution etc
Custody/Location	Payroll Department
Users	Payroll Staff
Who Accesses the Records	Payroll Staff
Legal Authority/Regulations	TBD - various
Retention Period	Various depending on specified record

Subject	Security and Safety
Title	Staff Security Records
Type	Personal Information Bank
Description	Database of employees name, picture, job title, access privileges etc.
Custody/Location	Security Department
Users	Security Staff
Who Accesses the Records	Security Staff
Legal Authority/Regulations	Corporate Policy
Retention Period	2 years

Subject	Patient Records
Title	Master Patient Index
Type	Personal Information Bank
Description	Records of registration details of a patient including: name, address, OHIP Number, telephone number, hospital visit dates, reason for visit etc.
Custody/Location	Health Data Resources
Users	Health Data Resources Staff
Who Accesses the Records	Patients, substitute decision makers, lawyers, insurance companies etc.
Legal Authority/Regulations	Public Hospitals Act R.S.O 1990, c. P.40
Retention Period	Permanent

Subject	Patient Records
Title	Patient Health Records
Type	Personal Information Bank
Description	Records of the care and treatment provided to patients at the hospital.
Custody/Location	Health Data Resources
Users	Health Data Resources Staff
Who Accesses the Records	Patients, substitute decision makers, lawyers, insurance companies etc.
Legal Authority/Regulations	Public Hospitals Act R.S.O 1990, c. P.40
Retention Period	If patient is 18 years or older - 10 years after discharge or death of patient; younger than 18 - 10 years after 18th birthday of patient

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Subject	Patient Records
Title	Requests for Personal Health Information
Type	Personal Information Bank
Description	Database of requestor names, patient names, hospital identification number, request type, date, etc
Custody/Location	Health Data Resources
Users	Health Data Resources Department Staff
Who Accesses the Records	Sunnybrook staff, patients, substitute decision makers, lawyers, insurance companies etc.
Legal Authority/Regulations	Personal Health Information Protection Act
Retention Period	TBD

Subject	Infection and Prevention Control
Title	Reportable Diseases Records
Type	Personal Information Bank
Description	Database of patients names, address, telephone number, OHIP number etc who have been diagnosed with a communicable disease that is reportable.
Custody/Location	Infection and Prevention Control
Users	Infection and Prevention Control Staff
Who Accesses the Records	Sunnybrook staff
Legal Authority/Regulations	Public Hospitals Act 1990 Regulation 965, Health Protection & Promotion Act
Retention Period	TBD

Subject	Medical Imaging
Title	Patient Diagnostic Imaging
Type	Personal Information Bank
Description	Database and records of patients names, address, telephone number, OHIP number etc who have medical imaging records such as X-rays, MRI scans, CT scans, ultrasounds etc.
Custody/Location	Medical Imaging Department
Users	Medical Imaging Staff
Who Accesses the Records	Sunnybrook staff, patients, substitute decision makers, lawyers, insurance companies etc
Legal Authority/Regulations	Public Hospitals Act Regulation 965 20(4)(a), Public Hospitals Act Regulation 965 20(4)(b), Limitations Act s. 4 and s. 15
Retention Period	Varies depending on the age of the patient between

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Subject	Laboratory
Title	Patient Laboratory Test Records
Type	Personal Information Bank
Description	Database and records of patients' names, address, telephone number, OHIP number etc who have had laboratory tests conducted at Sunnybrook. Including, blood work, urinalysis, pathology etc.
Custody/Location	Laboratory Services Department
Users	Laboratory Services Staff
Who Accesses the Records	Sunnybrook staff, patients, substitute decision makers, lawyers, insurance companies etc
Legal Authority/Regulations	Quality Management Program Laboratory Services (QMPLS), Ontario Association of Medical Laboratories (OAML) and College of American Pathologists (CAP)
Retention Period	Varies depending on the test

Subject	Laboratory
Title	Blood Bank Tracking
Type	Personal Information Bank
Description	Database and records of the Sunnybrook's blood bank, donation information including, name, address, phone numbers etc. In addition, patient transfusion information.
Custody/Location	Laboratory Services Department
Users	Laboratory Services Staff
Who Accesses the Records	Sunnybrook staff, patients, substitute decision makers, lawyers, insurance companies etc
Legal Authority/Regulations	AABB (American Association of Blood Banks), AOME (Ontario Association of Medical Laboratories)
Retention Period	TBD

Subject	Long Term Care
Title	Long Term Care Patient Management
Type	Personal Information Bank
Description	Long term care facility patient management database includes, name, next of kin, telephone number
Custody/Location	Laboratory Services Department
Users	Laboratory Services Staff
Who Accesses the Records	Sunnybrook staff, patients, substitute decision makers, lawyers, insurance companies etc
Legal Authority/Regulations	AABB (American Association of Blood Banks), AOME (Ontario Association of Medical Laboratories)
Retention Period	TBD

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Subject	Clinical Systems
Title	Emergency Department Patient Management System
Type	Personal Information Bank
Description	Database used to manage the patient flow in the emergency department. Database includes, name, address, OHIP number, telephone number, physician information, health information etc.
Custody/Location	Emergency Services Department
Users	Emergency Room Staff / other Sunnybrook Staff
Who Accesses the Records	Sunnybrook staff
Legal Authority/Regulations	Public Hospitals Act Regulation 965 20(3), Limitations Act s. 4 and s. 15
Retention Period	If patient is less than 18 years old, at least 10 years after 18 th birthday (May decide at least 15 years after 18 th birthday to reach maximum limitation period).

Subject	Pharmacy
Title	Pharmacy and Medication Management Records
Type	Personal Information Bank
Description	Database used to manage the dispensing of prescription medication. Database includes, name, address, OHIP number, telephone number, physician information, health information etc.
Custody/Location	Pharmacy
Users	Pharmacy Staff / other Sunnybrook Staff
Who Accesses the Records	Sunnybrook staff
Legal Authority/Regulations	Drug and Pharmacies Regulation Act s. 156(2) and Limitations Act s. 4 and s. 15, Controlled Drugs and Substances Act s. 63(b), Income Tax Act s. 230
Retention Period	Varies between 2 and 33 years.

Subject	Clinical Systems
Title	Medical Chart Tracking System
Type	Personal Information Bank
Description	Database used to manage and track the movement of a patient's medical chart. Database includes, name, address, OHIP number, telephone number, physician information, health information etc.
Custody/Location	Health Data Resources Department
Users	Health Data Resource Staff
Who Accesses the Records	Sunnybrook staff
Legal Authority/Regulations	N/A
Retention Period	N/A

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Subject	Clinical Systems
Title	Cancer Outpatient Management System
Type	Personal Information Bank
Description	Database used to manage and track outpatient care Database includes, name, address, OHIP number, telephone number, physician information, health information etc.
Custody/Location	Odette Cancer Centre
Users	Odette Cancer Centre Staff
Who Accesses the Records	Sunnybrook staff
Legal Authority/Regulations	N/A
Retention Period	N/A

Subject	Clinical Systems
Title	Electronic Patient Record
Type	Personal Information Bank
Description	Database used to manage patient records, care, physician orders etc. Database includes, name, address, OHIP number, telephone number, appointment information, test results, physician information, health information etc.
Custody/Location	Various locations at Sunnybrook
Users	Sunnybrook Clinical Staff
Who Accesses the Records	Sunnybrook Clinical Staff
Legal Authority/Regulations	N/A
Retention Period	N/A

Subject	Clinical Systems
Title	MyChart - Continuity of Care Record System
Type	Personal Information Bank
Description	Online website where patients can create and manage their personal health information based on clinical and personal information. Database includes, name, address, OHIP number, telephone number, appointment information, test results, physician information, health information etc.
Custody/Location	Sunnybrook Patient Portal
Users	Patients and any person the patient grants access to the record
Who Accesses the Records	Patients and any person the patient grants access to the record
Legal Authority/Regulations	N/A
Retention Period	N/A

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Subject	Clinical Systems
Title	Ordering System
Type	Personal Information Bank
Description	Database used to manage, track and initiate physician patient orders. Database includes, patient personal health information, personal information, physician information, hospital identification number etc.
Custody/Location	Sunnybrook
Users	Clinical Staff with Authority to Enter Orders
Who Accesses the Records	Sunnybrook staff
Legal Authority/Regulations	N/A
Retention Period	N/A

Subject	Clinical Systems
Title	Operation Room Management System
Type	Personal Information Bank
Description	Database used to manage scheduling of operations and use of the operation rooms. Database includes, name, address, OHIP number, telephone number, physician information, health information etc.
Custody/Location	Sunnybrook Information Services
Users	Sunnybrook Employees with Access to Scheduling of Surgery
Who Accesses the Records	Sunnybrook Employees with Access to Scheduling of Surgery
Legal Authority/Regulations	N/A
Retention Period	N/A

Subject	Clinical Systems
Title	Patient Appointment Scheduling System
Type	Personal Information Bank
Description	Database used to manage scheduling of patient appointments. Database includes, name, address, OHIP number, telephone number, physician information, health information etc.
Custody/Location	Sunnybrook Information Services
Users	Sunnybrook Employees with Access to Scheduling Appointments
Who Accesses the Records	Sunnybrook Employees with Access to Scheduling Appointments
Legal Authority/Regulations	N/A
Retention Period	N/A

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Subject	Clinical Systems
Title	Quality and Patient Safety
Type	Personal Information Bank
Description	Database used to manage quality of patient care, safety, walkarounds, system reviews, and complaints. Database includes, personal information and personal health information, physician information etc.
Custody/Location	Quality and Patient Safety Department
Users	Quality and Patient Safety Department Staff
Who Accesses the Records	Quality and Patient Safety Department Staff
Legal Authority/Regulations	N/A
Retention Period	N/A

Subject	Clinical Systems
Title	Radiology
Type	Personal Information Bank
Description	Database used to manage patient imaging in the radiology department. Database includes, personal information and personal health information, records and copies of images etc.
Custody/Location	Radiology Department
Users	Radiology Department Staff
Who Accesses the Records	Radiology Department Staff
Legal Authority/Regulations	Public Hospitals Act Regulation 965 20(5)(a), Public Hospitals Act Regulation 965 20(5)(b), Limitations Act s. 4 and s. 15
Retention Period	Adult (18 years and older): At least 5 years after day on which image is created. Children (Less than 18 Years): At least 5 years after the patients 18 th birthday. Mammograms: Adult (18 years and older): At least 10 years after day on which image is created. Children (Less than 18 Years): At least 10 years after the patients 18 th birthday

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Subject	Clinical Systems
Title	Referral System
Type	Personal Information Bank
Description	Database used to manage specialist referrals of patients. Database includes, personal information and personal health information, physician information etc.
Custody/Location	Quality and Patient Safety Department
Users	Quality and Patient Safety Department Staff
Who Accesses the Records	Quality and Patient Safety Department Staff
Legal Authority/Regulations	N/A
Retention Period	N/A