



**DIRECTORY OF RECORDS  
 AND  
 PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

<b>Name and Location</b>	<b>Personal Information Bank</b>	<b>Types of Personal Information</b>	<b>Uses</b>	<b>Authorized Users</b>	<b>Individuals in Bank</b>	<b>Legal Authority</b>
<b>Corporate Records</b>						
<b>Records relating to the management of the Hospital as a whole, and of its constituent units and departments</b>						
Accessibility	No					
Agreements/Contracts/Leases	Yes	Names, addresses, phone numbers, business and personal information	Legal documentation, historical records	Senior Management, Risk Management, Finance, Materials Management, authorized individuals	Staff, third parties, lessees	Corporations Act, Policy
Annual Reports	No					
Deeds/Leases	No					
Documents of Incorporation	No					
Register of Directors/Members	Yes	Names, addresses, phone	To document membership of the Hospitals governing	Senior Management, Secretary to Board, authorized individuals	Board Members/ Directors	Public Hospitals Act

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

<b>Name and Location</b>	<b>Personal Information Bank</b>	<b>Types of Personal Information</b>	<b>Uses</b>	<b>Authorized Users</b>	<b>Individuals in Bank</b>	<b>Legal Authority</b>
		numbers; e-mail addresses, place of employment	(governing) body and for contact purposes			
Notices under the Corporations of Information Act	No					
Administrative By-laws	No					
Professional By-laws	No					
Insurance Policies	No					
Corporate Correspondence Communication and Media Relations	No					
Minutes of Board of Trustees and Standing Committees	No					
Minutes of Senior Executive team	No					
Minutes of MAC and Sub-committees	No					

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

<b>Name and Location</b>	<b>Personal Information Bank</b>	<b>Types of Personal Information</b>	<b>Uses</b>	<b>Authorized Users</b>	<b>Individuals in Bank</b>	<b>Legal Authority</b>
Minutes of Department/Corporate Committee Meetings	No					
<b>Medical Staff Records</b>						
<b>Records relating to the credentialing and privileges of the professional staff</b>						
Credentials/Professional Staff Files	Yes	Names, addresses, phone numbers, credentialing information	Decision making – matters of privileging/ Credentials/monitoring and quality assurance	Office of Chief of Staff, Senior Leadership. Credentials Committee, Risk Management	Staff, physicians, patients	Public Hospitals Act, ECFAA, QCIPA, Corporations Act, PHIPA, FIPPA
<b>Financial / Statistical Records</b>						
<b>Records relating to the management of the Hospital's financial resources</b>						
Annual Audited Financial Statements	No					
Financial Reports	Yes	Name, address, financial information	General records relate to budget planning, investment, income and expenditure, and audits.	Material Management, Finance, Risk, Senior Leadership, Program/Site Leadership	Staff, physician, public	Corporations Act, PHA, Income Tax Act, Canada Pension Plan, Employer Health Tax Act

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

<b>Name and Location</b>	<b>Personal Information Bank</b>	<b>Types of Personal Information</b>	<b>Uses</b>	<b>Authorized Users</b>	<b>Individuals in Bank</b>	<b>Legal Authority</b>
Government Returns	Yes	Name, address, telephone no., financial information	Registered Charity Information Return, PST, GST, HST	Finance, Senior Leadership	Staff, physician, public	Corporations Act, PHA, Income Tax Act, Canada Pension Plan, Employer Health Tax Act
Budget Records	No					
Expense Documents	Yes	Name, address, telephone no., financial information	To administer reimbursement for various related expenditures	Finance, Senior Leadership, Program/Site Leadership	Staff, physician, public	Corporations Act, PHA, Income Tax Act, Canada Pension Plan, Employer Health Tax Act
Receivable Documents	Yes	Name, address, telephone numbers, email address, record of payment (may include debit, bank, credit card, cheque or other payment type information), good(s) or	To administer monies receivable or received by the hospital from individuals	Finance, Senior Leadership, Program/Site Leadership as authorized	Staff, physician, public	Income Tax Act,

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

<b>Name and Location</b>	<b>Personal Information Bank</b>	<b>Types of Personal Information</b>	<b>Uses</b>	<b>Authorized Users</b>	<b>Individuals in Bank</b>	<b>Legal Authority</b>
		service(s) received, related correspondence				
Publicly Reported Wait Time and Patient Safety Indicators	No					
Statistics and Statistical Reports	Yes	Name, diagnosis, age, demographics, personal health information	For monitoring, review and decision making	Finance, Risk, Senior Leadership, Program/Site Leadership, authorized individuals	Patients, Staff,	PHIPA, Corporations Act
<b>Materials Management Records</b>						
<b>Records relating to purchasing and procurement transactions of the corporation</b>						
Purchasing of Goods and Services	No					
Procurement Records	No					
Supplies/Equipment Service Contracts and Agreements	No					

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

<b>Name and Location</b>	<b>Personal Information Bank</b>	<b>Types of Personal Information</b>	<b>Uses</b>	<b>Authorized Users</b>	<b>Individuals in Bank</b>	<b>Legal Authority</b>
<b>Human Resources Records</b>						
<b>Records relating to the management of employees, students, volunteers and the provision of services and programs to ensure the well-being of members and the Hospital</b>						
Incident/Accident Reports	Yes	Name, address, telephone number, details of issue	Administrative purpose, respond to incident	Human Resources, Risk, Senior Leadership, Program/Site Leadership	Patients, staff, volunteers, physician, public,	Public Hospitals Act, ECFAA, QCIPA,
Material Safety Data Sheet	No					
Human Resources and Employment Records including correspondence, recruitment, benefit and pension related information	Yes	Name, address, telephone number, SIN, OHIP No., DOB, bank account no., performance, training information	Administrative purposes, employment and attendance management	Human Resources, Finance, authorized individuals	Staff	Employee Standards Act, Insurance Act, Canada Pension Act (CPP)
Disability Retirement Files	Yes	Name, address, telephone #, SIN, DOB	Administrative purposes	Human Resources, Finance	Staff	Employee Standards Act, Insurance Act, CPP, HOOPP

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

<b>Name and Location</b>	<b>Personal Information Bank</b>	<b>Types of Personal Information</b>	<b>Uses</b>	<b>Authorized Users</b>	<b>Individuals in Bank</b>	<b>Legal Authority</b>
Student Records	Yes	Name, address, telephone number	Administrative purposes	Human Resources, Quality and Education	Student	PHA, Employee Standards Act
Volunteer Records	Yes	Name, address, telephone number	Administrative purposes	Human Resources	Volunteers	PHA, (Public Hospitals Act)
Occupational Health and Safety Records	.Yes	Name, address, telephone number, OHIP No., DOB, SIN, WSIB No.	Report workplace accidents, maintain a safe & health workplace	Human Resources, Occupational Health and Safety Staff, physicians	Staff	Occupational Health and Safety Act, WSIB, Insurance Act, Ministry of Labour

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

<b>Name and Location</b>	<b>Personal Information Bank</b>	<b>Types of Personal Information</b>	<b>Uses</b>	<b>Authorized Users</b>	<b>Individuals in Bank</b>	<b>Legal Authority</b>
Payroll Deduction Authorizations	Yes	Name, address, telephone number, financial information	Administrative purposes	Human Resources, Finance	Staff, student	Employee Standards Act, Insurance Act
Labour Relations	Yes	Name, address, telephone number, grievance information	Administrative purposes	Human Resources, Risk, Senior Leadership, Program/Site Leadership	Staff, Manager, Union Reps.	Labour Relations Act
<b>Research Administration Records</b>						
<b>Records relating to the management of research in the hospital</b>						
Research and Ethics Records	Yes	Name, address, telephone number, personal information, researcher information, project details, funding	Granting of ethics clearance to research involving human participants, including clinical trials	Research Administrative Office, Risk, Privacy, Government agencies, authorized individuals	Staff, physicians, students, researchers and research participants	Ethics Review Board

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

Name and Location	Personal Information Bank	Types of Personal Information	Uses	Authorized Users	Individuals in Bank	Legal Authority
<b>General Department/Unit Records</b> <b>Records relating to patient care, quality and standards</b>						
Attendance, Payroll and Scheduling	Yes	Name, telephone number, address, attendance record	Administrative purposes	Finance, Payroll, Program/Site Leadership	staff	Departmental/Unit Policy
Patient Feedback – Satisfaction, Compliments and Complaints	Yes	Name, date of birth, employment information, details of issue, patient information, staff and physician information, related documents	Information is used to investigate and resolve complaints about employees, physicians, misconduct, manage labour relations, quality of care	Senior hospital management, human resources, Quality, Risk Management, Patient Safety, Patient Relations, authorized individuals	Hospital staff, individuals external to the hospital, patients, family members of patients and visitors	Retention Policy QCIPA Public Hospitals Act
Legal Matters, Claims and Cases	Yes	Name, date of birth, employment information,	Information is used to investigate and resolve complaints about employees,	Senior hospital management, Risk Management, authorized individuals	Hospital staff, individuals external to the hospital,	NHS Retention Policy, QCIPA, Public Hospitals Act

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

<b>Name and Location</b>	<b>Personal Information Bank</b>	<b>Types of Personal Information</b>	<b>Uses</b>	<b>Authorized Users</b>	<b>Individuals in Bank</b>	<b>Legal Authority</b>
		details of issue, patient information, related documents	physicians, employee misconduct, manage labour relations, quality of care		patients, family members of patients and visitors	
Accreditation	No					
Patient/Visitor Incident Reports	Yes	Name, date of birth, employment information, details of issue, patient information, related documents	Information is used to investigate and follow up on patient safety issues	Senior hospital management, Risk Management & Patient Safety, authorized individuals	Hospital staff, individuals external to the hospital, patients, family members of patients and visitors	NHS Retention Policy, QCIPA, Public Hospitals Act
Policies & Procedures	No					
Disaster, Emergency Planning, Fire Safety Records	No					
Quality / Risk, Patient Safety Reviews and Audits	Yes	Name, date of birth, details of	Information is used for quality assurance,	Senior hospital management, quality, risk management,	Hospital staff, patients,	QCIPA Public Hospitals Act

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

<b>Name and Location</b>	<b>Personal Information Bank</b>	<b>Types of Personal Information</b>	<b>Uses</b>	<b>Authorized Users</b>	<b>Individuals in Bank</b>	<b>Legal Authority</b>
		issue, patient health information, related documents	monitoring purposes	patient safety Authorized individuals	external individuals, patient's family, visitors, physicians	Personal Health Information Protection Act (PHIPA)
Access and Correction Requests – FIPPA (Freedom of Information & Protection of Privacy Act)  PHIPA – Personal Health Information Protection Act	Yes	Name, address, telephone #, DOB, OHIP #, Request #, details of request, financial info	To process request for Freedom of Information (FOI) & PHIPA	FOI and Privacy Office, Medical Records Staff, Authorized Staff	Patient, Staff, physician, public	PHA, PHIPA, FIPPA
Security Programs and Services	Yes	Name, address, telephone #, employee # patient info, incident description	Maintain safe environment; investigate security incidents and monitor safety	Security, Hospital management, Risk Mgmt, Senior Leadership, & authorized individuals	Public, patients, staff, volunteers, physicians	PHA, PHIPA
Computer Hardware, Software, System Services	No					
Reports and Statistics	No					

**DIRECTORY OF RECORDS  
AND  
PERSONAL INFORMATION BANK(PIB)**

**Directory of Records:** Provides information about the general types of records held at the Niagara Health System. It is updated on an annual basis, and sent to the Ministry of Government Services for posting..

**Personal Information Bank (PIB):** Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the Hospital to make available to the public an index of the personal information banks it maintains, including details on the categories of individuals about whom information is maintained, the type of personal information maintained, where it is located, how it is used, by whom it is used, the legal authority for its collection, and how long it is retained.

A personal information bank is personal information under the control of the Hospital and is organized or intended to be retrieved by an individual's name or an identifier such as a patient number or employee number.

The index of personal information bank is organized according to the function or activity that the information supports rather than the current organizational structure of the Hospital. Personal information banks will be added as they are identified.

Name and Location	Personal Information Bank	Types of Personal Information	Uses	Authorized Users	Individuals in Bank	Legal Authority
<b>Patient Care Records Records relating to the treatment of patients within the Hospital</b>						
Patient Chart/Clinical Records - Notes, Charts and Other Materials relating to Patient Care - Microfilm - Imaging/Images - Nursing documentation - Pharmacy records - Lab & Pathology repts	Yes	Name, ID #, date of birth, gender, address, telephone #, marital status, OHIP (Health card) No.	Facilitate health care	Authorized Staff	Patient, staff, physician, next of kin	PHA, PHIPA, OAML, OLA, NHSLP, TDG Regulations, DHPRA, CSHP, Health Canada Food and Drug Regulations, Narcotic Control Regulations Controlled Drugs and Substances Act
Master Patient Index - Patient Registers	Yes	Name, ID #, DOB, gender, address, telephone #, marital status, employer, OHIP	Facilitate health care	Authorized Staff	Patient, Staff, physician, next of kin	PHA, PHIPA

Effective: 2011/12/30

Revised: 2012/12/30