

Directory of Records

Personal Information Banks

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We CARE For People
WPSHC



Inclusion of a record in West Parry Sound Health Centre's index of Personal Information Banks is not intended to indicate that this information will be available under Ontario's Freedom of Information and Protection of Privacy Act. FIPPA requires WPSHC to make available to the public an index of the personal information banks it maintains. A personal information bank is personal information under the control of WPSHC that is organized or intended to be retrieved by an individual's name or unique identifier, such as a patient number or employee number. WPSHC's Personal Information Banks directory remains under development. Further Personal Information Banks will be added as they are identified.

Board membership files

Administration Office

Legal authority: Corporations Act
Information maintained: Some or all of name, email, home address, home address, home telephone
Uses: To document the membership of the health centre's governing body and to support communication with board members
Users: CEO and administrative staff
Individual's in bank: members of the board
Retention and disposal:

Medical staff credentials and professional relations

Administration Office

Legal authority: Public Hospitals Act
Information maintained: names, addresses, phone numbers, email addresses, professional and credentialing information
Uses: appropriate provision of patient care
Users: CEO, CNO, CoS, Credentials Committee
Individuals in bank: physicians
Retention and disposal:

Employee payroll files

Finance Department

Legal authority: Employment Standards Act, Insurance Act, Canada Pension Plan
Information maintained: records relating to individual employee's wage and deductions profile, some or all of name, address, gender, social insurance number, date of birth, telephone number, email address, employee number, employment history, tax exemptions, bank account number
Uses: calculate and administer payroll.
Users: Finance Department staff
Individuals in bank: staff
Retention and Disposal:

Department contact lists and scheduling

All departments

Legal authority: Public Hospitals Act
Information maintained: Some or all of name, home contact information, employee number
Uses: appropriate operation of health centre
Users: staff scheduling personnel
Individuals in bank: staff
Retention and disposal:

more

Records under the Personal Health Information Protection Act

Health Records Department

Legal authority: Public Hospitals Act, Personal Health Information Protection Act

Information maintained: some of all of name, address, telephone number, email address, date of birth, gender, clinical information and treatment records

Uses: maintain records of patient care

Users: Health Records Department, care providers, patients

Individuals in bank: patients

Retention and disposal: in accordance with the Act

Personnel records

Human Resources Department

Legal authority: Public Hospitals Act

Information maintained: some or all of name, date of birth, home/emergency contact information, marital/family status and information, next-of-kin, beneficiary information, citizenship/immigration status, SIN, employee number, education information, employment information, performance evaluations, discipline information, grievance information, criminal record check, attendance, financial information, disability and/or medical information, photograph, reference letters, comments and opinions

Uses: administration of the employment relationship

Users: Human Resources staff, authorized supervisory staff

Individuals in bank: staff

Retention and disposal:

Workplace compensation and disability records

Occupational Health & Safety

Legal authority: Public Hospitals Act, Labour Relations Act

Information Maintained: some or all of name, date of birth, home contact information, marital/family status and information, SIN, employee number, employment information, long term disability claim information, Workplace Safety and Insurance Board claim information

Uses: administration of claims and benefits, accommodation and return to work planning

Users: Human Resources and other authorized staff

Individuals in bank: staff

Retention and disposal:

Volunteer applications

Administration Office - volunteer services

Legal authority: Public Hospitals Act

Information maintained: some or all of name, address, telephone number, email address, criminal reference checks, training, immunization and TB tests

Uses: administration purposes

Users: Volunteer Services coordinator

Individuals in bank: volunteers

Retention and disposal:

Police reference checks

Administration Office - volunteer services

Legal authority: Public Hospitals Act

Information maintained: some or all of name, date of birth, gender, address, telephone number

Uses: risk management

Users: Volunteer Services office

Individuals in bank: volunteers

Retention and disposal:

Electronic Systems and Accounts Administration Records

Information Technology Department

Legal authority: Public Hospitals Act

Information maintained: some or all of name, user name, password, home contact information, employee number

Uses: manage internet and e-mail accounts, administer access permissions, investigate system incidents

Users: IT staff

Individuals in bank: staff, physicians, medical students and residents, other authorized system users

Retention and disposal:

more

Patient Relations Files

Patient and Family Centred Care

Legal Authority: Public Hospitals Act, Excellent Care for All Act

Information maintained: some or all of name, address, telephone number, email address, opinions, correspondence and other supporting documentation

Uses: Information is used to investigate and resolve patient incidents/complaints

Users: CEO, CNO, CoS, senior directors, authorized staff directly involved in an investigation, patients and authorized family

Individuals in bank: complainants and individuals related to incident

Retention and disposal:

I.D. Card and Parking

Security, Support Services and Materials Management

Legal authority: Public Hospitals Act

Information maintained: some of all of name, home contact information, employee number and photographs

Uses: administration of access and security

Users: Security Department staff

Individuals in bank: staff, physicians, volunteers, medical students and residents

Retention and disposal:

Freedom of Information requests

Administration - FIPPA Office

Legal authority: Freedom of Information and Protection of Privacy Act

Information maintained: some or all of name, address, telephone number, email address, record of payment, subject of request, various types of personal information depending upon records requested.

Uses: process access requests and corrections to personal information requests or investigate privacy complaints

Users: FIPPA Head, Information and Privacy Officer, Freedom of Information Coordinator

Individuals in bank: information requesters

Retention and disposal: