# KGH Personal Information Banks

# Clinical & Medical Administration

### *Clinical Administration*

### ****Name of PIB:**** Clinical Competency Staff Records ****Legal Authority:**** Internal policy****Information Maintained:**** Education and competency training ****Uses**: Maintain record of nursing credentials**

### ****Is the Information Disclosed on a Regular Basis:**** No****Individuals in Bank:**** Nurses****Retention and Disposal:**** Termination of staff then destroyed

### *Medical Affairs*

**Name of PIB**: Departmental Assistant Database

**Legal Authority**: Employment Standards Act

**Information Maintained**: Name, contact details, date of birth, health declaration, employment details

**Uses:** Tracking KGH status for departmental assistants working at KGH

**Is the Information Disclosed on a Regular Basis**: No

**Individuals in Bank**: Individuals working at KGH but not paid by KGH

**Retention and Disposal**: Termination + 3 years then destroyed

**Name of PIB:** CRDPwr (Medical Staff Database)
**Legal Authority:** Employment Standards Act
**Information Maintained:** Name, gender, contact info, place/date of birth, health, education, employment, health insurance number, CPIC VSS report
**Uses:** Tracking physician appointments, reappointments, credentialing
**Is the Information Disclosed on a Regular Basis:** No
**Individuals in Bank:** Physicians, dental staff, midwives
**Retention and Disposal:** Termination + 10years then destroyed

# *Communications & Public Affairs*

**Name of PIB:** Patient Consents – Media & Public Affairs Inquiries

**Legal Authority:** KGH Privacy Policy

**Information Maintained:** Name, contact information, personal health information

**Uses:** To obtain consent about a patient’s condition or consent to be interviewed/photographed/videotaped

**Is the Information Disclosed on a Regular Basis:** Yes to media

**Individuals in Bank:** Patients

**Retention and Disposal:** To be determined

**Name of PIB:** Photo Library
**Legal Authority:** KGH Privacy Policy
**Information Maintained:** Name, age, personal health information, employment details
**Uses:** print and electronic publications sometimes with individual info
**Is the Information Disclosed on a Regular Basis:** No
**Individuals in Bank:** Physicians, employees, patients, research subjects (with their permission)
**Retention and Disposal:** Archived selectively

**Name of PIB:** KGH Connect
**Legal Authority:** KGH Privacy Policy
**Information Maintained:** Name, contact information, passwords
**Uses:** Contacting subscribers and sending correspondence
**Is the Information Disclosed on a Regular Basis:** Yes
**Retention and Disposal:** Kept indefinitely

### *Governance*

**Name of PIB:** KGH Board Member files
**Legal Authority:** Internal policy
**Information Maintained:** Name, gender, contact information, education or training information, employment history, photographs
**Uses:** Tracking volunteer history with KGH as a member of the Board, biographical information for release to Communications for obituaries, awards, etc.
**Is the Information Disclosed on a Regular Basis:** No
**Individuals in Bank:** KGH Board members
**Retention and Disposal:** Termination + 3 years then destroyed

# Operations & Administration

### *Environmental Services*

**Name of PIB:** Porter teletracking

**Legal Authority:** KGH Privacy Policy

**Information Maintained:** Name, employee number, patient personal health information

**Uses:** Matching requests for portering with porters

**Is the Information Disclosed on a Regular Basis:** No

**Individuals in Bank:** Employees, patients

**Retention and Disposal:** Controlled by dispositions in SAP and Patient Care System

### *Financial Services*

**Name of PIB:** SAP

**Legal Authority:** Income Tax Act

**Information Maintained:** Name, employee number, gender, financial details, goods or services provided, contact information, date of birth/age, employment details.

**Uses:** Billing patients, paying employees and suppliers

**Is the Information Disclosed on a Regular Basis:** No

**Individuals in Bank:** Employees, physicians, patients, suppliers

**Retention and Disposal:** Current year + 6 years then destroyed

**Name of PIB**: Emerald

**Legal Authority**: MoHLTC

**Information Maintained**: employee name, number

**Uses:** workload measurement and reporting, statistical reporting

**Is the information disclosed on a regular basis**: Yes, to managers only

**Individuals in Bank**: selected employee groups

**Retention and Disposal**: indefinite retention

### *Information Management*

**Name of PIB:** HEAT
**Legal Authority:** KGH Privacy Policy
**Information Maintained:** Name, employee number, email address, physical location
**Uses:** Tracking problems, compliancy rating of service
**Is the Information Disclosed on a Regular Basis:** No
**Individuals in Bank:** Physicians, employees, residents, all who work at KGH
**Retention and Disposal:** Permanent

### *Privacy Office*

**Name of PIB:** Complaints/Issues Log

**Legal Authority:** Limitations Act

**Information Maintained:** Name (initials only), employee number, contact details, birth date

**Uses:** Investigation and resolution of privacy complaints and issues, preparing audits

**Is the Information Disclosed on a Regular Basis:** Yes – Privacy Commissioner receives summary

**Individuals in Bank:** Employees, patients

**Retention and Disposal:** To be determined

### *Registration and Health Information Services*

**Name of PIB:** Patient Care System

**Legal Authority:** Public Hospitals Act

**Information Maintained:** Name, contact information, date of birth, gender, financial details, ethnicity, nationality, personal health information, education, employment, criminal record, marital status, # of children, next of kin, emergency contact, CR#, health card number

**Uses:** Provision of health care, billing, legal matters, etc.

**Is the Information Disclosed on a Regular Basis:** No, occasion-based to lawyers, Children’s Aid Society, etc.

**Individuals in Bank:** Patients

**Retention and Disposal:** Under revision

**Affiliated clinical systems include:** Media manager (document scanning), Dictaphone Client, Dictaphone, Angiography, CVLAB, Echocardiography, Paceart, MUSE, ARIA/Varian Eclipse, eChart/WebApps, OPIS2005, Chemo Sche CTX, ORSOS, PICIS, PACS, Regional PACS, GE Viewpoint, ENITS, Power Scribe, COPATH, Genetics, SAM/SIM, SQLIS, BDM Actuate Report, BDM Database Server, PYXIS, EDIS, Patient kiosk, eDischarge Summary, Amoms, Palliative Care, Acute Pain Management System, Nephrocare, Medication Rec, CBORD, Pulmonary Function Lab, Regional Infection Control CKM, OBIX, RAI Treat MHS, EEG, TelASK Teleportering

**Name of PIB:** Med2020

**Legal Authority:** Public Hospitals Act

**Information Maintained:** Name, gender, financial details, contact information, date of birth, personal health information

**Uses:** Reporting requirement (Ministry of Health MOH, Canadian Institute for Health Information CIHI)

Is the Information Disclosed on a Regular Basis: Yes, to MOH and CIHI

**Individuals in Bank:** Patients

**Retention and Disposal:** Under revision

***Pharmacy***

**Name of PIB**: Omnicell

**Legal Authority:** KGH Policy 14-041 Automated Dispensing Cabinet Medication Delivery System

**Information Maintained**: Name, CR#, PHI

**Uses**: Safe and accurate medication dispensing

**Is the information disclosed on a regular basis**: Yes, members of the patients health care team, managers

**Individuals in Bank**: patients

**Retention and Disposition**: maintained in Omnicell Archive

### *Security and Life Safety*

**Name of PIB:** IXO Reports

**Legal Authority:** Bill 159 Security Guards

**Information Maintained:** Name, employee number, gender, contact information, date of birth, offences, criminal outcome/record

**Uses:** Incident tracking

**Is the Information Disclosed on a Regular Basis:** Yes, to police and insurance companies

**Individuals in Bank:** Physicians, employees, patients

**Retention and Disposal:** Kept indefinitely

**Name of PIB:** GuardCard
**Legal Authority:** Internal policy
**Information Maintained:** Name, employee number, photo
**Uses:** Photo identification
**Is the Information Disclosed on a Regular Basis:** No
**Individuals in Bank:** Physicians, employees, patients, research subjects, suppliers
**Retention and Disposal:** Termination of employee then destroyed

**Name of PIB:** KGH Parking Permits
**Legal Authority:**
**Information Maintained:** Name, Contact information, employee number, financial information, plate #, make/model
**Uses:** Providing parking for staff and preventing illegal parking
**Is the Information Disclosed on a Regular Basis:** No
**Individuals in Bank:** Employees, volunteers
**Retention and Disposal:** To be determined

# Patient Safety, Quality, Risk & Decision Support

### *Patient Relations*

**Name of PIB:** RLSolutions Feedback Monitor Pro

**Legal Authority:** Limitations Act

**Information Maintained:** Name, gender, financial details, contact information (phone numbers, email addrss), date of birth, health info, employment details

**Uses:** Intake, monitoring and resolution of patient feedback

**Is the Information Disclosed on a Regular Basis:** When required by lawyers.

**Individuals in Bank:** Patients

**Retention and Disposal:** Opening of file + 15 years, 6 months then destroyed

### *Risk Management*

**Name of PIB:** HIROC Auto Insurance

**Legal Authority:**

**Information Maintained:** Name, contact info, date of birth, employment details, driver’s license #, driver’s auto insurance name and #

**Uses:** Ensure KGH drivers have insurance coverage and no convictions

**Is the Information Disclosed on a Regular Basis:** Annually

**Individuals in Bank:** Employees

**Retention and Disposal:** Kept indefinitely (under revision)

***Decision Support***

**Name of PIB**: Sidora2

**Legal Authority**: KGH Policy 01-221 Privacy Practices, Canadian Institute for Health Information (CIHI)

**Information Maintained**: Patient name, CR#, contact information, SIN, OHIP, personal health information, bed location.

**Uses**: Reporting to CIHI, decision-making

**Is the Information Disclosed on a Regular Basis:** Senior staff, board members, physicians, residents, regulated health professionals, anonymized whenever possible, CIHI anonymized only.

**Individuals in Bank**: Patients

**Retention and Disposal**: 5 years then destroyed (provincial data)

### People Services and Organizational Effectiveness

### *Spiritual Care*

**Name of PIB:** Emerald

**Legal Authority:**

**Information Maintained:** Name, location in hospital, religion, health condition, patient # soon to be included

**Uses:** Keeping track of time spent with patients, who is spending time with patient

**Is the Information Disclosed on a Regular Basis:** No

**Individual in Bank:** Patients

**Retention and Disposal:** To be determined

### *Occupational Health and Safety*

**Name of PIB:** Park Lane

**Legal Authority:** KGH HR Manual Policy 12-340

**Information Maintained:** Name, employee number, gender, contact details, date of birth, personal health information, employment info, S.I.N., Health Insurance number, copies of grievances and incidents, long term disability forms

**Uses:** Managing employee health, surveillance, reporting

**Is the Information Disclosed on a Regular Basis:** When required by WSIB, arbitration, etc.

**Individuals in Bank:** Physicians, employees, KGH Affiliates

**Retention and Disposal:** Termination + 20 years then destroyed

**Name of PIB:** SAP – HR Module

**Legal Authority:** Employment Standards Act, KGH HR Policies 12-040 and 12-340

**Information Maintained:** Name, employee number, gender, contact details, date of birth, financial details, education/training info, employment details, criminal record check

**Uses:** Tracking employee history

**Is the Information Disclosed on a Regular Basis:** No

**Individuals in Bank:** Employees, physicians, KGH affiliates

**Retention and Disposal:** Termination + 5 years then destroyed

**Affiliated administrative systems:** ESP (Employee Scheduling Program)

**Name of PIB:** Grievances and Investigations
**Legal Authority:** Employment Standards Act, Limitations Act
**Information Maintained:** Name, gender, contact information, date of birth, personal health information, education or training information, employment details
**Uses:** Resolving conflict, satisfying collective agreement and legislative requirements
**Is the Information Disclosed on a Regular Basis:** No
**Individuals in Bank:** Employees, physicians, supplier, volunteers, contractors, anyone on site at KGH
**Retention and Disposal:** Resolution + 15 years then destroyed

**Name of PIB**: Success Factors (Career Hub)

**Legal Authority**: Employment Standards Act

**Information Maintained**: Name, employee identification number, contact information, employment history, education or training information.

**Uses**: Internal recruitment

**Individuals in Bank**: Employees

**Retention and Disposal**: Termination + 5 years then destroyed

**Name of Information Bank**: Kronos

**Legal Authority**: internal policy

**Personal information in Kronos**: employee name, employee ID

**Uses**:  staff timekeeping to manage payroll and comply with collective agreements

**Is the information disclosed on a regular basis**: No

**Individuals in Bank**: KGH employees

**Retention and disposal**:   7 years

### *Volunteer Services*

**Name of PIB:** Volunteer Database

**Legal Authority:** Internal policy

**Information Maintained:** Name, contact details, gender, date of birth (optional), emergency contact, email address, languages spoken, if volunteer is an adult/student, photo, skills, training completed.

**Uses:** For tracking volunteer activity and learning, to contact volunteers

**Is the Information Disclosed on a Regular Basis:** No

**Individual in Bank:** Volunteers

**Retention and Disposal:** Inactive for 2 yrs + archived for 1 yr then destroyed

# KGH Personal information banks - Research

### *Clinical Research*

**Name of PIB:** Clinical researchers’ data files

**Legal Authority:** Dependent on nature of research (clinical trials, drug and non-drug, etc.)

**Information Maintained:** Name, contact information, date of birth, gender, CR #, health card #, testing, surveys, and questionnaire results, patient personal health information

**Uses:** Controlling and tracking patient information by KGH clinical researchers for research projects and publication

**Is the Information Disclosed on a Regular Basis:** No; may be reviewed by regulatory authorities, research ethic boards, sponsors/monitors who oversee approvals for research projects

**Individuals in Bank:** Research subjects

**Retention and Disposal:** Responsibility of clinical researchers; retention period dependent on nature of research (clinical trials, drug and non-drug, etc.) prior to destruction

### *Vice President, Research*

**Name of PIB:** Researcher Files

**Legal Authority:**

**Information Maintained:** Name, gender, financial details, contact details, education, employment

**Uses:** Reporting

**Is the Information Disclosed on a Regular Basis:** No

**Individuals in Bank:** Physicians

**Retention and Disposal:** Opening of file + 15 years then destroyed