

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 Teleporting

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 address), 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