

KGH Site 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 and Research Hospital Appointments Excel Database

Legal Authority: Employment Standards Act

Information Maintained: Name, contact details, date of birth, health declaration, proof of immunizations, employment details in CV, physician supervisor name

Uses: Tracking KGH/HDH status for departmental assistants and research hospital appointments working at KGH/HDH

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: Common Credentialing – Medtech database

Legal Authority: Employment Standards Act

Information Maintained: Name, gender, contact info, place/date of birth, proof of immunizations, education, employment, CPIC VSS report, RCPSC or CFPC certification, CPSO number, reference letters and letters of good standing from previous hospital appointments, Ministry of Health provider number

Uses: Tracking physician appointments, reappointments, credentialing

Is the Information Disclosed on a Regular Basis: No

Individuals in Bank: Physicians, dental staff, midwives, RNEC

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, family members, participants in media campaigns

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, Synergize, Resident Handover, Novari, Breast Milk Tracking, Ophthalmology.

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 Cabinets and Omnicentre Database

Legal Authority: Policy 14-041 Automated Dispensing Cabinet Medication Delivery System, Policy 14-040 Medication Procurement, Preparation, Distribution and Storage

Information Maintained: Name, CR#, PHI, Omnicell user actions

Uses: Safe and accurate medication dispensing

Is the information disclosed on a regular basis: Yes, members of the patient's health care team, managers

Individuals in Bank: patients, Omnicell users

Retention and Disposition: maintained in Omnicell Archive

Name of PIB: BDM

Legal Authority: KGH Policy 11-040 Patient Care Orders, 14-040 Medication Procurement, Preparation, Distribution and Storage

Information Maintained: Name, CR#, Visit#, Demographics, PHI, BDM user actions

Uses: Medication procurement and inventory system, patient medication profile, drug interaction check, drug recipe and production catalogue

Is the information disclosed on a regular basis: Yes, members of the patients' health care team (interfaces with PCS and Omnicell)

Individuals in Bank: patients, BDM users

Retention and Disposition: maintained in BDM database

Name of PIB: OPIS

Legal Authority: KGH Policy 11-040 Patient Care Orders, 14-040 Medication Procurement, Preparation, Distribution and Storage

Information Maintained: Name, CR#, Demographics, PHI, OPIS user actions

Uses: Safe and accurate medication dispensing, drug regimen/protocol

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

Individuals: patients, OPIS users

Retention and Disposition: maintained in OPIS database

Name of PIB: FastPak EXP

Legal Authority: KGH Policy 14-040 Medication Procurement, Preparation, Distribution and Storage

Information Maintained: FastPak user actions (has capability to store patient information, but not currently utilized)

Is the information disclosed on a regular basis: No

Individuals in Banks: FastPak users

Retention and Disposition: maintained in FastPak database

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: Indefinite

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)

Name of PIB: Liability Claims

Legal Authority: Public Hospitals Act R.S.O. 1990, c. P.40

Information Maintained: Name, contact information of affected individual and details of the claim.

Uses: Respond to liability claims

Is the Information Disclosed on a Regular Basis: no (requires legal counsel input)

Individuals in Bank: Individuals who have made a claim.

Retention and Disposal: Three years after claim closure (under revision)

Name of PIB: RLSolutions Risk Module

Legal Authority: Occupational Health & Safety Act, Workplace Safety & Insurance Act, Collective Agreements

Information Maintained: employee/patient name, employment details (e.g. job, dept, FT/PT), summary of the incident/injury, physician name (if applicable)

Uses: Tracking patient and employee incidents

Is the Information Disclosed on a Regular Basis: Yes, for those incidents that meet certain criteria (e.g. resulted in a WSIB claim, or was a critical injury or fatality, the JHSC receives specific information from the incident as specified by the Occupational Health & Safety Act. For incidents of violence, and where employee consent is provided, CUPE and union receive a summary of the incident involving their respective member. Other individuals who regularly receive the report would include:

- the manager of the area where the incident occurred (location)
- the manager of the employee
- staff in occupational health (e.g. occupational health nurse, safety advisor, safety associate)

Individuals in Bank: Patients, employees

Retention and Disposal: Indefinite

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 workplace injury/illness incidents, STD/LTD claims/forms

Uses: Managing employee health, STD/LTD claims, fitness to work, medical surveillance, to fulfil reporting obligations

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

Individuals in Bank: Physicians, employees

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: Kronos, employee files

Name of PIB: SAP - 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

Is the Information Disclosed on a Regular Basis: only for internal employees applying to active job postings.

Individuals in Bank: Employees

Retention and Disposal: 7 years then destroyed

Name of Information Bank: Employee files

Legal Authority: internal policy

Personal information in Kronos: employee name, employee ID, SIN, contact information, employment history, education, and training

Uses: Tracking employee history

Is the information disclosed on a regular basis: No

Individuals in Bank: KGH employees

Retention and disposal: 7 years

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

Name of Information Bank: Learning Management System (LMS)

Legal Authority: n/a

Information maintained: employee name, employee ID, employee learning

Uses: Tracking required and recommended learning for employees, mandatory reporting when applicable

Is the information disclosed on a regular basis: Yes. Employees and their managers can access the individual's learning

Individuals in Bank: KGH employees

Retention and disposal: Indefinite

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

Research

Clinical Research

Name of PIB: Clinical researchers' data files related to research

Legal Authority: Dependent on nature of research (ie clinical trials (drug investigational and natural health products) and non-drug (device, procedure, intervention, etc.); authorities include Health Canada, FDA, local/central research ethics boards, university/hospital requirements, funding agency requirements, Canada Revenue Agency, etc.

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

Uses: Controlling and tracking patient information by KHSC clinical researchers for research projects, publications and presentations, and audits by legal regulatory authorities

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. Information restricted to qualified research personnel only who need to see the information.

Individuals in Bank: Research subjects/participants/patients

Retention and Disposal: Retention and disposal is the responsibility of clinical researchers; retention period dependent on nature of research (clinical trials, drug and non-drug, etc.) prior to destruction. Researchers must adhere to strict guidelines around paper and electronic collection, retention and destruction.

Vice President, Research

Name of PIB: Researcher Files

Legal Authority: Dependent on nature of research (ie clinical trials (drug investigational and natural health products) and non-drug (device, procedure, intervention, etc.); authorities include Health Canada, FDA, local/central research ethics boards, university/hospital requirements, funding agency requirements, Canada Revenue Agency, etc.

Information Maintained: Name, gender, financial details related to research or employment, contact details, education, employment documents including performance agreements, research agreements/contract related to research projects and/or research employees.

Uses: Internal and external reporting requirements and retention requirements based on regulatory authorities.

Is the Information Disclosed on a Regular Basis: No; may be reviewed by regulatory authorities, research ethics boards, sponsors/monitors who oversee approvals for research projects. Information restricted to qualified research personnel only who need to see the information.

Individuals in Bank: Researchers (clinician, nursing, basic, engineering and allied health scientists) and research personnel.

Retention and Disposal: Responsibility of research central office. Retention period dependent on nature of document. Destruction of documents dependent on mandatory time frame for retention required by legal regulatory authorities.