

KHSC Site Personal Information Banks

Clinical & Medical Administration

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 KHSC status for departmental assistants and research hospital appointments working at KHSC

Is the Information Disclosed on a Regular Basis: No

Individuals in Bank: Individuals working at KHSC but not paid by KHSC

Retention and Disposal: Termination + 6 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 + 20 years then destroyed

Communications & Strategy Management

Name of PIB: Patient Consents – Media & Public Affairs Inquiries (KGH site)

Legal Authority: KHSC 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 and Video Library (KGH site)

Legal Authority: KHSC 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 (KGH site)

Legal Authority: KHSC 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

Name of PIB: Images (HDH site)

Legal Authority: Internal policies, HDH administrative and professional by-laws

Information Maintained: Name, photograph, education information for course graduates, financial information for donors, patient information related to image itself.

Uses: Used by authorized Public Relations Department staff with permission for promotional purposes, in hospital publication, on hospital website, in news releases, advertisements and print media

Is the information disclosed on a regular basis: Images may be shared across joint hospital sites (KGH site, Providence Care and the UHKF)

Individuals in bank: physicians, patients, employees, visitors, volunteers, donors, students, award recipients

Retention and disposal: 10 years then destroyed with selective archiving

Name of PIB: Mailing List (HDH site)

Legal Authority: Internal policies, HDH administrative and professional by-laws

Information Maintained: Name, title, contact information

Uses: Public relations staff

Is the information disclosed on a regular basis: No

Individuals in bank: Employees, physicians, board members, volunteers

Retention and disposal: Deleted when no longer current

Name of PIB: Photograph/Videotape/Interview consent forms (HDH site)

Legal Authority: Public Hospitals Act and Regulations, HDH administrative and professional by-laws, Confidentiality policy

Information Maintained: Name, contact information, personal health information specific to image

Uses: to obtain the individual's consent to be photographed, interviewed, videotaped

Is the information disclosed on a regular basis: No

Individuals in bank: Patients, employees, visitors, physicians, affiliated staff

Retention and disposal: Retained permanently

Governance

Name of PIB: KHSC 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 KHSC 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

Name of PIB: Le Royer Patrons Membership (HDH site)
Legal Authority: KHSC Privacy Policy
Information Maintained: Name, address, email address
Uses: Sending information and soliciting donations
Is the Information Disclosed on a Regular Basis: To the UHKF only

Individuals in Bank: KHSC Board members
Retention and Disposal: Termination + 3 years then destroyed

Operations & Administration

Environmental Services

Name of PIB: HRC (Hospitality Resource Centre) software
Legal Authority: KHSC 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 (KGH site)
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 (KGH site)

Information Management

Name of PIB: HEAT
Legal Authority: KHSC 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 KHSC
Retention and Disposal: Permanent

Privacy Office

Name of PIB: Privacy database
Legal Authority: Limitations Act
Information Maintained: Name, employee number, contact details, birth date, information relevant to concern

Uses: Investigation and resolution of privacy complaints and issues, preparing audits
Is the Information Disclosed on a Regular Basis: Yes – Privacy Commissioner receives summary information
Individuals in Bank: Employees, patients
Retention and Disposal: 15 years

Decision Support

Name of PIB: Sidora2
Legal Authority: KHSC Policy 01-221 Privacy Practices, Canadian Institute for Health Information (CIHI)
Information Maintained: Patient name, CR#, contact information, 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, business analysts, regulated health professionals, anonymized whenever possible, CIHI anonymized only.
Individuals in Bank: Patients
Retention and Disposal: 5 years then destroyed (provincial data)

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, Visupac, Peri-data, ICMS (Integrated Client Management Service), CRMS – OCAN module, Weeneebayko Patient Services System.

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

Name of PIB: Release of Information (ROI) log (Access data base)

Legal Authority: PHIPA

Information Maintained: Release request, name, gender, contact information ,date of birth

Uses: Release of Information staff

Individuals in Bank: Patients

Retention and Disposal: 10 years after last visit or death

Pharmacy

Name of PIB: Omnicell Cabinets and Omnicentre Database

Legal Authority: KHSC Policy 14-041 Automated Dispensing Cabinet Medication Delivery System, KHSC 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: KHSC 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: KHSC 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 (KGH site)

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

Name of PIB: Video Management System

Legal Authority: Internal policy, Occupier's Liability Act

Information Maintained: Images of persons; audio (body worn camers)

Uses: Crime prevention, investigations, monitoring high risk for violence and other criminal activity areas, litigation/risk avoidance

Individuals in Bank: staff, physicians, volunteers, visitors, patients, anyone coming into the buildings of KHSC in public areas

Retention and Disposal: Every 30 days continuous – images are over-written with new images

Patient Safety, Quality, & Risk

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

Human Resources

Spiritual Care

Name of PIB: Emerald (KGH site)

Legal Authority: KHSC Privacy Policy

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: 10 years

Name of PIB: Client Files (HDH site)

Legal Authority: KHSC Privacy Policy

Information Maintained: Name, CR #

Uses: Spiritual Care

Is the Information disclosed on a regular basis: No

Individuals in Bank: Patients

Retention and Disposal: 10 years

Occupational Health and Safety

Name of PIB: Park Lane (KGH site)

Legal Authority: KHSC 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

Human Resources

Name of PIB: SAP – HR Module (KGH site)

Legal Authority: Employment Standards Act, KGH 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: Quadrant Workforce (QHR) (HDH site)

Legal Authority: Income Tax Act

Information Maintained: Name, employee number, gender, financial details, date of birth/age, employment details

Uses: paying employees

Is the Information Disclosed on a Regular Basis: no

Individuals in Bank: Employees

Retention and Disposal: Current year + 6 years then destroyed

Name of PIB: Infor Healthcare Revenue Cycle Management (HDH site)

Legal Authority: Income Tax Act

Information Maintained: Name, gender, financial details, goods or services provided, contact information, date of birth/age

Is the Information Disclosed on a Regular Basis: No

Individuals in Bank: Physicians, patients

Retention and Disposal: Current year + 6 years then destroyed

Name of PIB: SAP - Success Factors (Career Hub) (KGH site)

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 (both sites)

Legal Authority: internal policy

Information maintained: 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: KHSC employees

Retention and disposal: 7 years then destroyed

Name of Information Bank: Kronos (KGH site)

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)(KGH site) + eLearning Central (HDH site)

Legal Authority: n/a

Information maintained: employee name, employee ID, employee learning

Uses: Provides required and recommended learning for employees, stores employee learning records and provides reporting as applicable

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

Individuals in Bank: KHSC 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 (source documents and data collection forms) 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 #, medical history, list of medications, testing results, log, surveys, and questionnaire results, reporting of adverse events (collectively "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, Health Sciences 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.