

JOSEPH BRANT MEMORIAL HOSPITAL DIRECTORY OF RECORDS AND PERSONAL INFORMATION BANKS

Directory of Records (DoRs): The Directory of Records provides information about the general types of records held at the Joseph Brant Memorial Hospital.

Personal Information Banks (PIBs): Ontario's Freedom of Information and Protection of Privacy Act (s. 45) requires the hospital to make available to the public an index of the personal information banks it maintains, including details of the categories of the individuals about whom information is maintained, the type of personal information maintained, where it is located, its purpose, by whom it is used, and the legal authority for its collection.

The DoRs and PIBs are organized according to four broad categories which indicate the primary functions or activity that the records support (i.e. Corporate, Financial, Human Resources and Patient Care). This document will be updated on an annual basis.

DIRECTORY OF RECORDS		PERSONAL INFORMATION BANKS					
Category	Inventory Description	Personal Information	Types of personal information	Uses	Authorized Users	Individuals in Bank	Legal Authority
CORPORATE RECORDS							
Accreditation	Reports and addendums	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Annual Reports		Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Board of Directors Register		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Name, home address and phone number, email address, place of employment	To contact board members, administrative support	Office of the President	Board members	Corporations Act

DIRECTORY OF RECORDS		PERSONAL INFORMATION BANKS					
Category	Inventory Description	Personal Information	Types of personal information	Uses	Authorized Users	Individuals in Bank	Legal Authority
Capital Project Records	Functional programs, change orders, project plans, reports, budgets, business cases	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Contracts	Legal contracts, leasing information, service agreements, licenses, RFP responses	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, addresses, confidential information	Legal documentation and historical records	Finance, Materials Management, and other authorized individuals	Vendors Hospital Staff	
Corporate Bylaws		Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Corporate Correspondence	General corporate correspondence	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, addresses, confidential information				
Delegated Controlled Acts		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Staff names, credentials	To document authorizations and credentials	Authorized individuals	Staff	Regulated Health Professions Act, Policy
Disaster and Emergency Plans	Policy and procedure	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Documents of Incorporation		Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Equipment Maintenance Records	Sign-off sheets, inspection reports, logs	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Facilities Management	Fire Safety Drills, Logs, Elevator Inspection Reports	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					

DIRECTORY OF RECORDS		PERSONAL INFORMATION BANKS					
Category	Inventory Description	Personal Information	Types of personal information	Uses	Authorized Users	Individuals in Bank	Legal Authority
Funding Agreements	Ministry of Health agreements, LHIN 4 agreements, H-SAA, Wait Time Strategy, etc.	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Insurance - Policies and Insurance Claims Management	HIROC	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Legal files	Agreements, leases, correspondence, claims management files	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, personal or business addresses, patient information, third party information, employment information, health information	To investigate and resolve complaints and claims against the hospital.	Senior Leadership, Risk Management, Chief of Staff office, Human Resources, Legal, and other authorized individuals.	Staff, individuals external to the hospital, patients, family members of patients and visitors	Policy
Minutes – Board Level	Board, Board Sub Committee, Executive Minutes	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, addresses, personal opinions, legal opinions, recommendations	To conduct business and document decisions	Senior Leadership, Board Members, and other authorized individuals	Board members, physicians, staff	Bylaws
Minutes – General		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, addresses, personal opinions, legal opinions, recommendations	To conduct business and document decisions	Committee members and other authorized individuals	Committee members	Policy

DIRECTORY OF RECORDS		PERSONAL INFORMATION BANKS					
Category	Inventory Description	Personal Information	Types of personal information	Uses	Authorized Users	Individuals in Bank	Legal Authority
Patient and Visitor Feedback	Patient experience reports, patient relation reports, general correspondence	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, addresses, personal opinions, health information	To identify areas of success and concern, to facilitate continuous quality improvement.	Senior Leadership, Quality & Risk Management, and other authorized individuals	Staff, patients, physicians	Policy
Performance Monitoring, Scorecard, Statistics	Patient safety indicators, financial performance indicators, dashboards, quality reports	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Policies and Procedures	Hospital and departmental manuals	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
PHIPA and FIPPA requests	Correspondence and response logs	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Name, demographic information, health card #, details of request, financial information	To process requests under PHIPA and FIPPA.	FOI Office, Health Information Services, and other authorized individuals	Patients, staff, physicians, public	PHIPA FIPPA
Public Relations	Newsletters, publications, media releases, speeches, presentations	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Quality of Care Reports and Reviews	Reports, Investigations, Minutes	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Name, demographic information, health information, summary of findings and recommendations	To identify areas of success and concern and to facilitate continuous quality improvement.	Senior Leadership, Quality & Risk Management, and other authorized individuals	Patients, staff, physicians, public	QCIPA Public Hospitals Act JBMH Policy
Research	Proposals, Agreements	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					

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Strategic Planning	Mission, Vision, Values, and Corporate Priorities	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
FINANCIAL RECORDS							
Accounts Receivable	Finance billing list, sundry charge orders, ambulance call reports, and other records necessary to support the accounts receivable function	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographic information, billing information	Business transactions	Finance, and other authorized individuals	Patients, staff and other third parties	Income Tax Act
Accounts Payable	Investment Statements, invoices, bank reconciliation, accrual aging reports, and other records necessary to support the accounts payable function	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographic information, billing and financial information	Business transactions	Finance, and other authorized individuals	Patients, physicians, staff and other third parties	Income Tax Act
Audited Financial Statements	Year end statements, Annual reports	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Budget Files / Reports		Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Capital Project Procurement		Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Cleared Cheques, Bank Account Reconciliation and Statements		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographic information	Business transactions	Finance, and other authorized individuals	Patients and other third parties	Income Tax Act
Deposits – Patients, Departments, Corporate		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographic information	Business transactions	Finance, and other authorized individuals	Patients and other third parties	Income Tax Act

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Expense Documents		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographic information, financial information	To issue reimbursement for various expenses	Finance and other authorized individuals	Staff and other third parties	Corporations Act, Income Tax Act
General Ledger entries		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographic information	Business transactions	Finance, and other authorized individuals	Patients, staff and other third parties	Income Tax Act
Hospital Annual Planning Submission	MOHLTC-LHIN working documents	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
MoHLTC – OHIP billing information	OHIP submissions, payments, rejections	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographics, billing numbers	Business transactions	Finance, and other authorized individuals	Patients, physicians	Health Insurance Act
Payroll Reports	Original copy timesheets, pay related employee files, payroll cash receipts, T4's and year end working papers, other documents to support payroll functions	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographic information, banking information	Payroll for employees	Finance, and other authorized individuals	Staff physicians	Income Tax Act
Statistics	Monthly hospital statistics	Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					

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HUMAN RESOURCES RECORDS							
Employee Health Records		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographics, health information	To support occupational health and safety	Occupational Health Office and other authorized individuals	Staff, physicians, volunteers	Public Hospitals Act, Occupational Health & Safety Act
Employee Records	Evaluations, Authorizations, Change of Status forms, other records to support Human Resource functions	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographics, personal information	To support human resource administration	Human Resources and other authorized individuals	Staff	Policy
Human Resource Policy & Procedures		Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Incident / Accident Reports	Reports and supporting documents	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, personal information	To record incidents/accidents for reporting and continuous quality improvement	Occupational Health Office and other authorized individuals	Staff, physicians, volunteers	Policy, WSIB, OH&SA
Interview / Hiring Files	Resumes, interview guides, evaluations, reference checks	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, credentials, personal information	To conduct business related to recruitment	Human Resources and other authorized individuals	Applicants	Policy
Joint Health & Safety Committee	Minutes, agendas, supporting documents	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, personal information	To conduct business and document decisions related to the Joint Health & Safety Committee	Occupational Health Office and other authorized individuals	Staff, physicians, volunteers	Policy
Material Safety Data Sheets		Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					

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Occupational Health & Safety Records	Inspection Reports from Ministry of Labour, Annual Workplace Inspection Reports, other supporting documents	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, personal information	To support business operations related to Occupational Health & Safety	Occupational Health Office and other authorized individuals	Staff, physicians, volunteers, other third parties	Policy
Position Descriptions		Yes <input type="checkbox"/> → No <input checked="" type="checkbox"/>					
Seniority Lists		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, start dates, years of service	To support union/hospital business	Human Resources and other authorized individuals	Staff	Policy and collective agreements
Staff Requisitions		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, personal information	To support recruitment	Human Resources and other authorized individuals	Staff	Policy
Union Correspondence		Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, personal information	To support union/hospital business	Human Resources and other authorized individuals	Staff	Policy and collective agreements
PATIENT CARE RECORDS							
Diagnostic Imaging Records	PACS images, x-rays, scans	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, demographic information, health information	To facilitate health care	Authorized individuals	Patients, staff physicians, next of kin	Policy
Communication Logs	Paging records, physician on call schedules, telephone advice	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, contact information, health information	To facilitate health care	Authorized individuals	Patients, staff, physicians	Policy

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Patient Registers	Admission, Discharge, Outpatient, registers	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Names, contact information, health information	To facilitate health care	Authorized individuals	Patients, staff, physicians	Policy
Patient Health Records	Patient health records, laboratory slides, notes, charts and other material relating to patient care.	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Name, demographic information, health card number, health information	To facilitate health care	Authorized individuals	Patient, staff, physicians, next of kin	Policy
Pharmacy Records	Narcotic records, compounding records, drug distribution, other records to support pharmacy operations.	Yes <input checked="" type="checkbox"/> → No <input type="checkbox"/>	Name, demographic information, health card number, health information	To facilitate health care	Authorized individuals	Patients, staff, physicians	Policy