



INVENTORY OF RECORDS AND PERSONAL INFORMATION BANKS

This is a working document that will be updated as required. This electronic version is the master document.

Created: December 28, 2011

Last Updated: January 13, 2012



INVENTORY OF RECORDS AND PERSONAL INFORMATION BANKS

Below is a listing of the major areas of records kept at Quinte Health Care. Clicking on each title will take you to a list of the general record series kept in each area. These lists are intended to assist individuals in making requests for access to information. Records which are highlighted and followed by the abbreviation “PIB” are personal information Banks.

INVENTORY OF RECORDS

- 1. Corporate Administrative Records**
- 2. Human Resource Records**
- 3. Finance**
- 4. Health Records and Patient Services**
- 5. Support Services**
- 6. Purchasing and Capital Development**

PERSONAL INFORMATION BANKS

Some of the records kept by Quinte Health Care contain personal information relating to patients, employees, visitors, and volunteers. These records are called personal information banks and QHC has a responsibility to ensure that these records are used and maintained in a manner that respects the privacy of the individuals whose information is included. For each personal information bank we have listed where it is located, our authority to collect the information, what information is maintained, how it is used, who uses it, who’s information is in the bank, and how long we keep that information.

1. Corporate Administrative Records

Administrative By-laws, By-law #1

Incorporation

Professional Staff By-laws

Hospital Policies

Advisory Members List (PIB)

Board of Directors, Member Files (PIB)

Register of Directors (PIB)

Leases/Deeds

Board of Directors: Agendas and Minutes

Board of Directors: Standing Committee Agendas and Minutes

Senior Leadership Team: Agendas and Minutes

Medical Advisory Committee: Agendas and Minutes

General Corporate Records

QHC Annual Reports

Communication Documents and Press Releases

Agreements and Contracts (PIB)

Staff Physician Appointments (PIB)

Committees Relating to Patient Care, Programs or Operations: Agendas and Minutes

Freedom of Information Requests (PIB)

Litigation Records (PIB)

Insurance Policies and Documents

Professional Development Plans (PIB)

Quality and Patient Safety Reviews (PIB)

Patient / Visitor Incident Reports (PIB)

Complements and Complaints (PIB)

Patient Satisfaction Surveys

Accreditation Reports

Credentials / Professional Staff Files (PIB)

Physician Management Database (PIB)

Corporate Administrative Records (cont.)

The Provider Dictionary (PIB)

Advisory Members List

Location: Office of the Board

Legal authority to collect: *Corporations Act, s.300, s.269(2)*

Information maintained: Some or all of name, home/emergency contact information, resume, criminal record check, reference letters, areas of expertise, employment information, other documents related to volunteering.

Uses: To appoint and administer the advisory members, and manage their activities related to advising the hospital.

Users: Board of Directors, Senior Leadership Team, Administrative Staff

Individuals in bank: Volunteer Advisory Members

Retention and disposal: 10 years

Board of Directors, Member Files

Location: Office of the Board

Legal authority to collect: *Corporations Act, s.300, s.269(2)*

Information maintained: Some or all of name, home/emergency contact information, resume, criminal record check, reference letters, areas of expertise, employment information, other documents related to volunteering.

Uses: To appoint and administer the members, and manage their activities related to advising the hospital.

Users: Board of Directors, Senior Leadership Team, Administrative Staff

Individuals in bank: Volunteer Members of the Board of Directors

Retention and disposal: Life of Hospital, plus five years

Register of Directors

Location: Office of the Board

Legal authority to collect: *Corporations Act, s.300, s.269(2)*

Information maintained: Some or all of name, home contact information, date of appointment and date ceasing to be a director.

Uses: To meet our obligations under the Corporations Act, and maintain a list of current and past directors of the corporation.

Users: Board of Directors, Senior Leadership Team, Administrative Staff, authorized individuals and/or external agencies.

Individuals in bank: Volunteer Members of the Board of Directors

Retention and disposal: Life of Hospital, plus five years

Agreements and Contracts

Location: VP Finance, VP Patient Care Services/Chief Nursing Officer, Purchasing, Finance, and various departments throughout the hospitals.

Legal authority to collect: *Public Hospitals Act R.S.O 1990, c. P.40.*

Information maintained: Name and contact information; details of service agreements or financial undertakings between a corporation or individual and Quinte Healthcare.

Uses: provides an understanding of business or fiscal relationships and responsibilities.

Users: Finance, various departments throughout the hospitals.

Individuals in bank: Individuals, organizations, and corporations who enter into business agreements with Quinte Healthcare.

Retention and disposal: Life of agreement plus 2 yrs, minimum 7 yrs

Freedom of Information Requests

Location: Freedom of Information and Protection of Privacy Office

Legal authority to collect: *Freedom of Information and Protection of Privacy Act.*

Information maintained: Some or all of name, home contact information, details of request/issue.

Uses: Information is used to administer access requests, correction to personal information requests, and privacy complaints.

Users: Freedom of Information and Privacy Office, Information and Privacy Commissioner/Ontario (IPC).

Individuals in bank: Requesters, privacy complainants, other individuals.

Retention and disposal: 2 years

Staff Physician Appointments

Location: Human Resources

Legal authority to collect: *Public Hospitals Act, ECFAA, QCIPA.*

Information maintained: Some or all of name, date of birth, home/emergency contact information, marital/family status and information, beneficiary information, citizenship/immigration status, SIN, employee number, resume, financial information, disability and/or medical information, photographs, reference letters, other documents related to employment, comments and opinions.

Uses: Decision making and administration of staff physician appointments.

Users: Senior Leadership, Human Resources, Office of the Chief of Staff, applicable supervisor.

Individuals in bank: Physicians

Retention and disposal: Permanent

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Litigation Records

Location: Quality and Patient Safety, Senior Leadership, Capital Projects

Legal authority to collect: *Limitations Act s. 4 and s. 15*

Information maintained: Legal documents, opinions, statements of claim, coroner's warrants, copies of patient health records, and other records as required to administer legal actions.

Uses: To prepare, negotiate and administrate legal actions.

Users: Quality and Patient Safety, Senior Leadership, authorized external individuals such as legal counsel.

Individuals in bank: Patients, employees, individuals who have made or are considering making a claim against the hospitals.

Retention and disposal: When court action is disposed, including appeals, plus 10yrs.

Professional Development Plans

Location: Professional Practice Offices

Legal authority to collect: *Public Hospitals Act*

Information maintained: Information with regard to the education and professional development activities of nurses and regulated health professionals.

Uses: To support health care professionals in their professional development activities and skills improvement.

Users: Employees, Professional Practice Offices, Senior Leadership, authorized external individuals as required.

Individuals in bank: Nurses, Regulated Health Professionals.

Retention and disposal: End of employment plus five years.

Quality and Patient Safety Reviews

Location: Quality and Patient Safety

Legal authority to collect: *Quality of Care Patient Information Protection Act, Freedom of Information and Protection of Privacy Act*

Information maintained: Confidential information such as personal information, personal health information, details, opinions and recommendations relating to the improvement of quality of care and/or QCIPA reviews.

Uses: Used to improve hospital processes, foster learning and development, and improve the quality of care.

Users: Quality and Patient Safety, affected department or unit, Senior Leadership Team, individual employees if affected, legal counsel, insurers, authorized external individuals as required.

Individuals in bank: Patients, family members of former patients, members of the public, employees, physicians, volunteers, students.

Retention and disposal: 10 years after review (18yrs + 10 for children)

Patient / Visitor Incident Reports

Location: Quality and Patient Safety

Legal authority to collect: *Limitations Act s. 4 and s. 15, Quality of Care Patient Information Protection Act.*

Information maintained: Details of incidents, follow-up, and recommendations.

Uses: To support improvements in quality of care, make recommendations, as documents in a legal claim.

Users: Quality and Patient Safety, affected department or unit, individual employees if affected, Senior Leadership Team, Legal counsel, Insurers, authorized external individuals as required.

Individuals in bank: Patients, visitors, employees, physicians, volunteers, students

Retention and disposal: 7 years after resolution.

Complements and Complaints

Location: Quality and Patient Safety

Legal authority to collect: *Limitations Act s. 4 and s. 15*

Information maintained: Various complements and complaints made to the hospitals, follow-up, and recommendations.

Uses: To support improvements in quality of care, make recommendations, as documents in a legal claim.

Users: Quality and Patient Safety, affected department or unit, individual employees if affected, Senior Leadership Team, Legal counsel, Insurers, authorized external individuals as required.

Individuals in bank: Patients, visitors, employees, physicians, volunteers, students

Retention and disposal: Resolution plus 3 years.

Credentials / Professional Staff Files

Location: Office of the Chief of Staff

Legal authority to collect: *Public Hospitals Act, ECFAA, QCIPA.*

Information maintained: Some or all of name, home contact information, citizenship/immigration status, SIN, employee number, resume, credentialing information financial information, disability and/or medical information, photographs, reference letters, other documents related to professional practice, comments and opinions.

Uses: Decision making and administration of credentialing privileges.

Users: Office of the Chief of Staff, Senior Leadership, Human Resources, applicable supervisor.

Individuals in bank: Physicians, RN (EC), Midwives and Dentists

Retention and disposal: Permanent.

Physician Management Database

Location: Office of the Chief of Staff

Legal authority to collect: *Public Hospitals Act, Health Insurance Act, s. 37.1*

Information maintained: Name, contact information, areas of practice, department memberships, staff status, certifications

Uses: Used to link physicians with the services they perform while providing care to patients at the hospitals.

Users: Office of the Chief of Staff, Hospital Departments, Health care providers, authorized external individuals as required.

Individuals in bank: Physicians, RN (EC), Midwives and Dentists

Retention and disposal: Permanent.

The Provider Dictionary

Location: Office of the Chief of Staff, Information Systems (Meditech)

Legal authority to collect: *Public Hospitals Act, Health Insurance Act, s. 37.1*

Information maintained: Name, contact information, CPSO number, OHIP billing number, areas of practice.

Uses: Used to link physicians with the services they perform while providing care to patients at the hospitals.

Users: Office of the Chief of Staff, Finance, Physicians, Health care providers, internal departments as required, authorized external individuals as required.

Individuals in bank: Physicians, RN (EC), Midwives and Dentists

Retention and disposal: Permanent.

2. Human Resource Records

[Employee Records \(PIB\)](#)
[Recruitment and Hiring Records \(PIB\)](#)
[Union Leaves \(PIB\)](#)
Correspondence
Employment Statistics
Senior Administration Contracts
Collective Agreements
[Employee Relations Records \(PIB\)](#)
[Staff Schedules \(PIB\)](#)
[Employee Health Records \(PIB\)](#)
[Employee WSIB and Safety Records \(PIB\)](#)
Minutes of Joint Health and Safety Committee
Material Safety Data Sheet
[Designated Substance Exposure Records \(PIB\)](#)
[N95 Mask Fit Results \(PIB\)](#)
Occupational Health and Safety Project Files

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Employee Records

Location: Human Resources

Legal authority to collect: *Employment Standards Act, s. 15*

Information maintained: Some or all of name, offer of employment, date of birth, home/emergency contact information, marital/family status and information, next-of-kin, beneficiary information, citizenship/immigration status, SIN, employee number, resume, performance evaluations, disciplinary letters, grievance information, criminal record check, benefits, financial information, disability and/or medical information, photographs, reference letters, credentials and education, other documents related to employment, comments and opinions.

Uses: Information is used to administer the employment relationship from the point of hiring to termination in accordance with established policies, collective agreements, and legislative requirements, and for contact/reporting purposes.

Users: Human Resources, applicable supervisor, authorized individuals and/or external agencies.

Individuals in bank: staff (contract and permanent), Senior Leadership Team, physicians, regulated health care professionals, students, beneficiaries, volunteers, emergency contacts.

Retention and disposal: Termination plus five years.

Recruitment and Hiring

Location: Human Resources

Legal authority to collect: *Freedom of Information and Protection of Privacy Act.*

Information maintained: Resume material of successful and unsuccessful applicants for employment. Includes: all of name, home contact information, education information, employment information, interview notes.

Uses: Information is used to administer the hiring process.

Users: Human Resources, applicable supervisor, and hospital employees

Individuals in bank: Applicants, candidates.

Retention and disposal: 1 year

Union Leaves

Location: Human Resources

Legal authority to collect: *Employment Standards Act, s. 15*

Information maintained: employee personal information, hours of leave, approvals

Uses: document hours of leave related to union activities

Users: Payroll, Human Resources, applicable supervisor, staff scheduling, employees.

Individuals in bank: employees, students

Retention and disposal: 3 years

Employee Relations Records

Location: Human Resources

Legal authority to collect: *Employment Standards Act, s. 15*

Information maintained: Documents and settlements related to employee relations that include, but are not limited to, complaints, grievances, arbitrations, abuse and harassment, pay equity plans, and settlement negotiations. Personal information of employees.

Uses: To document adjudication and negotiation of employee relations matters. To document the settlements and agreements of employee relations matters.

Users: Human Resources, applicable supervisors, individuals external to the hospital.

Individuals in bank: Current and former employees, individuals external to the hospitals.

Retention and disposal: Grievance and arbitration documents: current year plus five years; Arbitration awards, abuse and harassment, settlement negotiations: permanent; pay equity plans: supersedes plus 2 years.

Staff Schedules

Location: Staff Scheduling, Human Resources, Departments (while active).

Legal authority to collect: *Employment Standards Act, s. 15*

Information maintained: Schedules, hours of work, overtime, shift schedules, and attendance.

Uses: document hours of work, attendance, sick leave and other employment related matters

Users: Payroll, Human Resources, applicable supervisor, staff scheduling, employees.

Individuals in bank: employees, students

Retention and disposal: Drafts: 18 months, Schedules: 3years, Floor copies: returned to HR held for 3 years.

Employee Health Records

Location: Occupational Health and Safety

Legal authority to collect: *Public Hospitals Act, Reg. 965 clause 20 (3)*

Information maintained: all of, as collected, name, date of birth, home/emergency contact information, marital/family status and information, pre-placement health reviews, immunizations, other healthcare documents as required.

Uses: Used to assess employee health, provide treatment and recommendations.

Users: Occupational Health and Safety, Human Resources (with consent), individuals external to the hospital.

Individuals in bank: employees, volunteers, physicians, students, contract workers.

Retention and disposal: 10 years past last date of employment with no exposure.

Employee WSIB and Safety Records

Location: Occupational Health and Safety

Legal authority to collect: *Workplace Safety and Insurance Act*

Information maintained: all of, as collected, name, date of birth, home/emergency contact information, WSIB claim information, Form 7, incident reports and investigations, ergonomic records, other workplace safety issues or concerns, medical information.

Uses: Used to make safety recommendations and return to work plans for injured workers, accommodation for disabilities.

Users: Occupational Health and Safety, applicable supervisors, Human Resources, individuals external to the hospital.

Individuals in bank: Employees, physicians, contract workers, students.

Retention and disposal: Termination plus 5 years

Designated Substance Exposure Records

Location: Occupational Health and Safety

Legal authority to collect: *Occupational Health and Safety Act, ONTARIO REGULATION 490/09*

Information maintained: Investigation and surveillance documents related to known or potential exposure to designated substances. All of name, date of birth, home/emergency contact information, marital/family status and information, next-of-kin, test results and treatment (older files might not meet current legislation).

Uses: To monitor and review employee's health related to potential or actual exposure to designated substances.

Users: Occupational Health and Safety, applicable supervisors, Human Resources, individuals external to the hospital.

Individuals in bank: employees, individuals potentially exposed.

Retention and disposal: the longer of 40 years after creation, or 20 years after last entry.

N95 Mask Fit Results

Location: Occupational Health and Safety

Legal authority to collect: *Occupational Health and Safety Act, Duties of Employer, Ontario Regulation-6793-Healthcare, CSA Standards, Respiratory.*

Information maintained: As per CSA Standards (log of fit tests).

Uses: Used to protect staff in the case of exposure to airborne pathogens or other particulates.

Users: Occupational Health and Safety, employees, applicable supervisors.

Individuals in bank: employees, physicians, contact workers, students.

Retention and disposal: Minimum 3 years

3. Finance

Audited Annual Financial Statements
MOH Financial Statements
General Journal
General Ledger
Bank Statements and Reconciliations
[Accounts Payable](#) (PIB)
[Accounts Receivable](#) (PIB)
[OHIP Billing Records](#) (PIB)
[Payroll Administration](#) (PIB)
Budget Documents and Analysis
Financial Reports and Statistics
Alternative Funding Agreements

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Accounts Payable

Location: Finance: Accounting

Legal authority to collect: *Income Tax Act, s 230, Regulations, s.5800*

Information maintained: Records relating to the management and processing of payments for items, services and reimbursements by the hospitals. Includes vendor invoices, staff reimbursement claims, cheque requisitions, and other required source documents that may contain names, contact information, payment information, cheque numbers, banking information.

Uses: To document expenditures and costs incurred by the hospitals, budgeting.

Users: Finance, Senior Leadership Team, authorized supervisors, purchasing.

Individuals in bank: employees, physicians, vendors, individuals, corporations, and government agencies who provide goods and services.

Retention and disposal: 7 years (fiscal year plus 6 yrs)

Accounts Receivable

Location: Finance Accounting

Legal authority to collect: *Income Tax Act, s 230, Regulations, s.5800*

Information maintained: Information and documents relating to income and payments made to the hospitals. Documents include patient billing consents and room preferences, cash receipts, uninsured services, funding agreement information, and other records of income to the hospital that may contain names, contact information, payment information, cheque numbers, banking information.

Uses: To document and administer revenue received by and owed to the hospitals.

Users: Finance, Senior Leadership Team, authorized supervisors, purchasing.

Individuals in bank: employees, physicians, vendors, individuals, corporations, and government agencies who provide goods and services.

Retention and disposal: 7 years (fiscal year plus 6 yrs)

OHIP Billing Records

Location: Finance Accounting

Legal authority to collect: *Health Insurance Act, s. 37.1*

Information maintained: Records of amounts claimed and received by the hospitals for services provided under the Ontario Health Insurance Program. Records may include patient names and contact information, OHIP numbers, details of treatment and care, physician names and contact information.

Uses: To document and collect payment for insured services provided under the Ontario Health Insurance Act.

Users: Finance, physicians

Individuals in bank: Patients, physicians, employees

Retention and disposal: Date of record plus 10 years

Payroll Administration

Location: Finance: Payroll

Legal authority to collect: *Income Tax Act, s 230, Regulations, s.5800; Employment Standards Act, s. 15; Canada Pension Plan, R.S., 1985, c. C-8, s. Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 12; Employment Insurance Act, 1996, c. 23, s. 87.*

Information maintained: Information and documents which include names, contact information, and employee financial information. Records include payroll registration documents, hours of work, overtime, vacation payments and schedules, salary paid, deduction register (such as income tax, employment insurance, Canada Pension Plan, pension, Ontario Health Tax, Union dues) and other documents as required.

Uses: Used to manage and administer an employee's salary and payment for hours of work including deductions.

Users: Finance, appropriate supervisors, Human Resources, employees, physicians, and authorized individuals and/or external agencies.

Individuals in bank: Employees, physicians

Retention and disposal: 7 years (fiscal year plus 6 yrs)

4. Health Records and Patient Services

[Master Patient Index \(PIB\)](#)

[Patient Health Records \(PIB\)](#)

[Pharmacy Patient Profile \(PIB\)](#)

[Narcotic, Controlled Drug and Outpatient Prescriptions \(PIB\)](#)

[Copy of Physician Orders \(PIB\)](#)

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Master Patient Index

Location: Patient Registration (Meditech-electronic)

Legal authority to collect: Ontario Public Hospitals Act, Reg. 965

Information maintained: Patient name, contact information, emergency contact information, demographics, patient number, OHIP number, date, reason and length of visit

Uses: to detail and manage information about a patient's health care and visit to hospital, billing of services,

Users: Patient registration, Finance, Health Records, health care providers.

Individuals in bank: Patients, emergency contacts

Retention and disposal: Electronic: permanent, Paper: TBD

Patient Health Records

Location: Health Records, various hospital departments.

Legal authority to collect: Public Hospitals Act, Reg. 965 clause 20(3) a-d.

Information maintained: Information listed in the master patient index. Information detailing the care and treatment plan of patients, including, but not limited to, physician orders, diagnostic testing, medications, therapies, procedures, surgeries or births.

Uses: Documentation of patient health conditions and treatment.

Users: Health Records, Regulated Health Care professionals including physicians, nurses and other health care providers, Finance.

Individuals in bank: Patients

Retention and disposal: Adults: 10 years past last record; Children: 18 years of age plus 10 years past last record.

Pharmacy Patient Profile

Location: Pharmacy (electronic)

Legal authority to collect: Public Hospitals Act, Reg 965

Information maintained: Name, patient number, OHIP number as detailed in master patient index. Electronic record of inpatient and outpatient prescriptions.

Uses: Details of patient medication history and prescriptions, linked to Omnicell to audit and track medication usage.

Users: Pharmacy, physicians and health care providers, Finance.

Individuals in bank: Patients

Retention and disposal: Adults: 10 years past last record; Children: 18 years of age plus 10 years past last record.

Narcotic, Controlled Drug and Outpatient Prescriptions

Location: Pharmacy

Legal authority to collect: Controlled Drugs and Substances Act s.63 b, Division 5 of Part G (G.05.001) of Food and Drug Regulations under the Food and Drugs Act.

Information maintained: Name, patient number, OHIP number as detailed in master patient index. Records of inpatient and outpatient prescriptions.

Uses: Dispensing and tracking of controlled substances, narcotics and medications within the hospitals.

Users: Pharmacy, physicians and health care providers, Finance.

Individuals in bank: Patients.

Retention and disposal: 2 years.

Copy of Physician Orders

Location: Pharmacy (Physician Order also kept in Health Record)

Legal authority to collect: Public Hospitals Act, Reg 965

Information maintained: Patient information; copies of physician orders related to the dispensing of medication.

Uses: To dispense and track medication as prescribed to patients.

Users: Pharmacy

Individuals in bank: Patients

Retention and disposal: 2 years.

5. Support Services

Facilities General Records and Correspondence
Engineering drawings, Blueprints, Plan Documents
Fire Safety Tests and Inspections
Switchboard Paging Records
Work Orders and Service Reports
Medical Equipment Service/Tests
Equipment Logs and Maintenance Records
Elevator Log Book
Physical Plant Logs
[Video Security Records](#) (PIB)
[Security Logs and Incident Reports](#) (PIB)
Disaster/Emergency Plans

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Video Security Records

Location: Security Services and Information Systems

Legal authority to collect: *Private Security and Investigative Services Act, 2005*

Information maintained: Images of individuals accessing or using Quinte Health Care facilities.

Uses: Used to document access to QHC facilities, monitoring of at risk patients and for the investigation and resolution of security risks and incidents

Users: Security and authorized individuals involved in investigation and/or resolution.

Individuals in bank: Visitors to the hospitals, patients, staff, physicians, volunteers and contractors.

Retention and disposal: TBD

Security Logs and Incident Reports

Location: Security Services, IXO electronic reporting

Legal authority to collect: *Private Security and Investigative Services Act, 2005*

Information maintained: Names, contact information, images, security access details, patient watch information.

Uses: Used to document access to QHC facilities, monitoring of at risk patients and for the investigation and resolution of security risks and incidents.

Users: Security and authorized individuals involved in investigation and/or resolution.

Individuals in bank: Visitors to the hospitals, patients, staff, physicians, volunteers and contractors.

Retention and disposal: 7 years

6. Purchasing and Capital Development

Purchase Orders

[Procurement Contracts \(PIB\)](#)

Space Planning Committee Minutes

[Capital Project Prequalification and Request for Proposals \(PIB\)](#)

[Capital Construction / Professional Service Contracts \(PIB\)](#)

[Capital Construction Purchase Orders \(PIB\)](#)

[Contractors Log \(PIB\)](#)

Ministry of Health Correspondence and Reports

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Procurement Contracts

Location: Purchasing, Finance, 3S0 and various departments throughout the hospitals.

Legal authority to collect: *Broader Public Sector Procurement Directive s. 7.2.23 Income Tax Act, s 230 (1), Income Tax Act Regulations, s.5800, Corporations Act, s.302*

Information maintained: Name and contact information; details of service agreements or financial undertakings between a corporation or individual and Quinte Healthcare.

Uses: provides an understanding of business or fiscal relationships and responsibilities.

Users: Finance, Purchasing, 3S0 and various departments throughout the hospitals.

Individuals in bank: Individuals, organizations, and corporations who enter into business agreements with Quinte Healthcare.

Retention and disposal: Life of agreement plus 2 yrs, minimum 7 yrs

Capital Project Prequalification and Request for Proposals

Location: Capital Projects, Finance

Legal authority to collect: *Broader Public Sector Procurement Directive s. 7.2.23 Income Tax Act, s 230 (1), Income Tax Act Regulations, s.5800, Corporations Act, s.302*

Information maintained: Name and contact information; financial information, project costing detail, qualifications, references, proof of insurance, OHS training, Infection control training, WSIB certification, Sub-trade certifications etc.

Uses: decision making in selecting and awarding contracts

Users: Capital, Finance, Purchasing, 3S0 and various departments throughout the hospitals.

Individuals in bank: Individuals, organizations, and corporations who enter into business agreements with Quinte Healthcare, employees of external organizations.

Retention and disposal: Life of agreement plus 2 yrs, minimum 7 yrs

Capital Construction/ Professional Service Contracts

Location: Capital Projects, Facilities Services, Finance

Legal authority to collect: *Broader Public Sector Procurement Directive s. 7.2.23 Income Tax Act, s 230 (1), Income Tax Act Regulations, s.5800, Corporations Act, s.302*

Information maintained: Name and contact information; financial information, details of agreements between corporations/individuals and QHC. Includes CCDC contracts, letters of intent and professional service contracts. Can include details of building permits, financial details, project change orders, project specifications, drawings and blueprints, approvals, legal opinions and documentation etc.

Uses: provides an understanding of business or fiscal relationships and responsibilities.

Users: Capital, Finance, Purchasing, 3S0 and various departments throughout the hospitals.

Individuals in bank: Individuals, organizations, professionals and corporations who enter into business agreements with Quinte Healthcare, employees of external organizations.

Retention and disposal: Life of subject matter plus 15 years

Capital Construction Purchase Orders

Location: Capital Projects, Finance

Legal authority to collect: *Broader Public Sector Procurement Directive s. 7.2.23 Income Tax Act, s 230 (1), Income Tax Act Regulations, s.5800, Corporations Act, s.302*

Information maintained: Name and contact information; financial information, details of agreements between corporations/individuals and QHC. Can include details of building permits, financial details, project change orders, project specifications, drawings and blueprints, approvals, legal opinions and documentation etc.

Uses: provides an understanding of business or fiscal relationships and responsibilities.

Users: Capital, Finance, Purchasing, 3S0 and various departments throughout the hospitals.

Individuals in bank: Individuals, organizations, and corporations who enter into business agreements with Quinte Healthcare, employees of external organizations.

Retention and disposal: Life of subject matter plus 15 years.

Contractors Log

Location: Capital Projects

Legal authority to collect: *Limitations Act s.4, and s. 15*

Information maintained: Name and contact information; dates and times of access to QHC property.

Uses: monitor number of workers, hours of access and details of contract workers on hospital property.

Users: Capital Projects, Security.

Individuals in bank: Individuals employed by companies contracted to perform work at QHC.

Retention and disposal: 3 years

