



**FREEDOM OF INFORMATION OFFICE
PERSONAL INFORMATION BANK**

Name of Record	Type(s) of Personal Information (PI)
Patient/Visitor Incident Reports	Patient/Visitor: Name, Address, Age, Gender, H0 number Staff: Name, Meditech mnemonic
WSIB/Staff Injury Reports	Staff name, address & other contact information, personal health information
HR Personnel Files	Staff name, resume information, correspondence, salary information, registration numbers for regulatory colleges
Health Records – Release of Information	Name and contact information of individuals requesting patient records.
Disaster Fan Out List	Staff name & phone number
Attendance Management	Staff name, absence history
Recruitment	Name, address, other details from resumes of applicants
Payroll	Staff: Name, Meditech mnemonic, banking info, address
Physician Billing	Name, address & bank info
Accounts Payable	Staff: Name, Meditech mnemonic, address, banking info for staff.
Accounts Receivable	Patient/Visitor: Name, Address, Age, Gender, H0 number
Student Placement Log	Student Name, email address, mailing address, school
Education/Training Logs	Staff Name, education records, tests
Name change Log	Staff name – previous & new name
OCCI Case Costing	Patient/Visitor: Name, Address, Age, Gender, H0 number Staff: Name, Meditech mnemonic