



Personal Information Bank (PIB) Details

Title: Cheques

Location of Records: Finance, Health Care Materials Management (HMMS)

Description: Records relating to management and processing of cheques. Includes information on the hospital's issuance of cheques and information relating to hospital issued cheques and external cheques that are returned to the hospital after they have been cashed by banking and financial institutions including whether they have been dishonoured. Records include cancelled, processed, and dishonoured cheques, and supporting correspondence.

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

Types of Personal Information: Names and contact information of organizations and individuals that were paid by cheque.

Uses: Maintain records of cheques and payments issued.

Users: Finance, HMMS

Individuals in Bank: Individuals and organizations that the hospital provided payment to by cheque.

Retention Period: Seven Years