



Personal Information Bank (PIB) Details

Title: Employment Information

Location of Records: Human Resources and departmental leader files

Description: Records relating to hospital employees' work history. May include information on retirements, layoffs, resignations, resumes, previous employment reference checks, criminal record checks, copies of degrees and diplomas, educational transcripts, letters of discipline and emergency contact information.

Legal Authority for PIB: Employment Standards Act, S.O. 2000, c. 41, s. 15.

Types of Personal Information: Employee number and name, application form, benefits options, education, work history, attendance and leave records, performance evaluations and disciplinary actions

Uses: Document work history

Users: Human Resources, applicable leader as appropriate.

Individuals in Bank: Employees – contract and permanent.

Retention Period: Employment information - the longer of seven years following date of termination or seven years following end of benefit continuation.