



## **Personal Information Bank (PIB) Details**

**Title:** Electronic Funds Transfer (EFT) Authorization Form

**Location of Files:** (HMMS)

**Description:** Banking information for staff and affiliates to allow for expense form reimbursement directly to a bank account.

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

**Types of Personal Information:** All information that would be present on a void cheque.

**Uses:** Used only for EFT for expense reimbursement

**Users:** HMMS

**Individuals in Bank:** Staff and affiliates

**Retention Period:** Seven Years