



Personal Information Bank (PIB) Details

Title: Security Programs & Services

Location of Records: Fire and Security Services Office

Description: Records relating to providing security for patients, visitors, staff, physicians and volunteers at all St. Joseph's Health Care London sites. This includes records relating to physical, technical and administrative controls including security, alarm and controlled access systems, staff identification cards (includes photograph), visitor name and photograph, authorization records, access controls, video cameras, security logs, and incident reports.

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

Types of Personal Information: Names of employees, physicians, volunteers and visitors, identification number and/or photograph; security videotapes

Uses: To identify staff, physicians, volunteers and visitors to document access; video-taping, monitoring and documentation of name and photograph is used to identify and respond to potential security risks,

Users: Security

Individuals in Bank: Staff, physicians, volunteers, contractors, visitors.

Retention Period: Two years (security video retention period based on business needs and technical limitations). Visitor name and photograph is retained for one year.