



Personal Information Bank (PIB) Details

Title: Conference Services Booking Form

Location of Files: Communication and Public Affairs

Description: To ensure we have a records of those who book meeting rooms within our buildings.

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

Types of Personal Information: Name and contact information including address, telephone number, email address, and fax.

Uses: Individuals in Bank: Individuals who book meeting rooms at St. Joseph's.

Retention Period: As long as individual continues to use meeting rooms at St. Joseph's.