



Personal Information Bank (PIB) Details

Title: Share the Spirit Campaign

Location of Record: Foundation Office

Description: Records related to administration and processing of employee contributions to St. Joseph's Health Care London's employee giving campaign called Share the Spirit. Records include completed Share the Spirit Pledge Form. Donations can be directed to the St. Joseph's Health Care London Foundation, United Way, a funded agency/program of the United Way or any other registered charity.

Legal Authority for PIB: Freedom of Information and Protection of Privacy Act (FIPPA)

Uses: Calculate and administer payroll deductions for staff enrolled in payroll deduction.

Types of Personal Information: Employee name, employee number, home address, credit card number, information found on personal cheque, amount of pledge and pledge designation details.

Users: Human Resources; Foundation

Individuals in Bank: Staff and affiliates

Retention Period: Seven years