



Personal Information Bank (PIB) Details

Title: Incident Reports

Location of Records: Risk Management Office, appropriate departmental files

Description: Reports relating to incidents occurring in the hospital or on hospital property where a patient or visitor has been or may have been injured.

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

Types of Personal Information: Name and contact information of individual, details of injury or possible injury, including related circumstances.

Uses: To improve safety, to inform affected parties, and to respond to any issues related to the matter.

Users: Risk Management, Leader of area where incident may have taken place.

Individuals in Bank: Patients or visitors who have or may have been injured.

Retention Period: Visitor Critical Incident Reports: 10 years after completion/settlement. Visitor Non-critical incident reports: Until follow up is complete plus 2 years. Patient Incident Report: Adult: 15 years after the date of the last discharge, or death. Patients <18 yrs: 15 years after the date of patient's 18th birthday.