



## Personal Information Bank (PIB) Details

**Title:** Requests Under Personal Health Information Protection Act

**Location of Records:** Health Records

**Description:** Records relating to requests for access to personal health information.

**Legal Authority for PIB:** Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A.

**Types of Personal Information:** Name, contact information, medical record number of individual to whom the personal health information (PHI) relates, the PHI requested, may include patient consent to disclose to another person or organization (e.g. insurance co.) , may include name & contact info for substitute decision maker (if applicable).

**Uses:** To identify, locate and provide requested personal health information to patient/former patient or as directed by patient or substitute decision maker.

**Users:** Privacy staff, Health Records Staff

**Individuals in Bank:** Patients or former patients of hospital; may include substitute decision maker.

**Retention Period:** tbd