

Personal Information Bank (PIB) Details

Title: Performance Review, Staff (excluding leaders)

Location of Records: Learning Management System (Organizational Development and Learning Services) departmental leader files

Description: Records relating to the performance management for hospital employees (excluding leaders). Includes information on career development planning, interim and merit increment review, and evaluation processes. Records may include accountabilities, goals, measures, timelines, progress to date, and outcomes.

Legal Authority for PIB: Employment Standards Act, S.O. 2000, Reg. 141

Types of Personal Information: Employee name, number, disciplinary action, identified opportunities for career development including educational opportunities.

Uses: Assist staff with career goal planning and document and manage performance

Users: Human Resources, leader as appropriate

Individuals in Bank: Employees (excluding leaders) - contract and permanent

Retention Period: 7 years from termination