

## Personal Information Bank (PIB) Details

**Title:** Record of Education from the Learning Management System (LMS)

**Location of Records:** Learning Management System (Organizational Development and Learning Services)

**Description:** Records relating to hospital employees' education history. Education stored in the LMS includes mandatory and discretionary learning.

**Legal Authority for PIB:** Employment Standards Act, S.O. 2000, Occupational Health and Safety Act, R.S.O. 1990, c .0.1, 2011, c. 11, s. 3.

**Types of Personal Information:** Employee number and name, education assigned and completed, date of hire, date of termination, history of employment, Job type, department, start date, duration, manager and job title.

**Uses:** track and validate completion of mandatory and discretionary learning

**Users:** Organizational Development and Learning Services, leader as appropriate (or delegate), course instructor (or delegate), course facilitator

**Individuals in Bank:** Employees – contract and permanent, students

**Retention Period:** 7 years from termination

## 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

**Title:** Leader 360 Performance Review

**Location of Records:** Human Resources

**Description:** Records relating to the performance management for 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:** Leader name, 360 review, identified opportunities for career development including educational opportunities.

**Uses:** Assist leader with career goal planning and document and performance

**Users:** Human Resources, leader as appropriate

**Individuals in Bank:** Leaders

**Retention Period:** Seven (7) years post termination