



## Personal Information Bank (PIB) Details

**Title:** Benefit Plans

**Location of Records:** Human Resources

**Description:** Records relating to benefit plans that provide full or partial financial coverage to eligible employees, retirees and/or their families. This may include group life insurance, long and short term disability coverage, and extended health and dental benefits. May include records relating to insurance or benefits carriers' policies and directives, deducting benefits coverage from the hospital's payroll, and types of benefits coverage. Records may also include copies of insurance or benefits carriers' policies/contracts, benefits coverage notifications, benefits coverage statistical reports, and supporting correspondence. The hospital has arrangements with external organizations or carriers to insure and administer benefits coverage. The hospital may fund certain coverages and/or deducts benefit premiums through payroll deduction.

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

**Types of Personal Information:** Names, dates of birth and contact information of plan members, spouse and/or dependents, beneficiaries.

**Uses:** Administer benefit plans.

**Users:** Human Resources; benefit carriers.

**Individuals in Bank:** Plan members, spouse and/or dependents, beneficiaries.

**Retention Period:** The contract is retained seven years post contract termination. Records relating to premium deductions through payroll are maintained for seven years.