



## **Personal Information Bank (PIB) Details**

**Title:** Security Programs & Services

**Location of Records:** Fire and Security Services Office

**Description:** Records relating to providing security for patients, visitors, staff, physicians and volunteers at all St. Joseph's sites. This includes records relating to physical, technical and administrative controls including security, alarm and controlled access systems, staff identification cards (includes photograph), authorization records, access controls, video cameras, security logs, and incident reports.

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

**Types of Personal Information:** Names of employees, physicians and volunteers, identification number and photograph; security videotapes

**Uses:** To identify staff, physicians and volunteers and to document access; video taping and monitoring is used to identify and respond to potential security risks.

**Users:** Security

**Individuals in Bank:** Staff, physicians, volunteers, contractors.

**Retention Period:** Two years (security video retention period based on business needs and technical limitations)