

## 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:** Permanently