

# YOUR PERSONAL INFORMATION IS IMPORTANT TO US!



An integral part of our role in Human Resources is respecting your personal information and ensuring that your employee experience is a positive one. Fraudsters are becoming more sophisticated in their attempts to take what does not belong to them, and sometimes it is difficult to tell the difference.

In response to these new challenges we have developed enhanced processes to protect all staff.

## Please help us to protect you:

A visit to the Human Resources department in the **Medical Building, Suite 302B** is the safest way to share new information.

**Hospital email**, not a personal email, is recommended when communicating with HR in this manner.

No matter how you contact us, please be prepared to show your **ID and/or answer verification questions** to ensure your identity before we answer questions or make changes to your data.

You may be asked to supply your requested change in writing, such as a **form to complete or a void cheque** from your bank if changing accounts.

*Thank you for your cooperation; together we can outsmart the fraudsters.*



Thunder Bay Regional  
Health Sciences  
Centre