

Your Personal Information Matters!

The Human Resources team is committed to protecting your personal information and ensuring a positive employee experience. Keeping your information up to date ensures you receive important hospital communications—such as extra shift offers, emergency notifications, and updates about significant changes affecting you.

Keeping your information up to date also ensures your beneficiaries are up to date.

Update your personal information if any of the following apply:

- You have recently changed your name (complete professional registration first)
- You have moved or changed your address or phone number
- Your marital status has changed
- You need to update your emergency contact

Healthcare of Ontario Pension Plan (HOOPP) wants to remind you to update your beneficiary information every year on your Annual Statement, or you can review and update it anytime through HOOPP Connect.

If you are a regular full-time employee, you may be enrolled in Group Life Insurance, Accidental Death & Dismemberment, or Voluntary Life Insurance. To update your beneficiary information for these plans, you must complete a form in Human Resources.

Protecting your personal information is our priority. To make updates, visit Human Resources or contact us at TBRHSC.HumanResources@tbh.net using your Hospital email. Please bring your ID or be ready to answer verification questions to confirm your identity.



Thunder Bay Regional
Health Sciences
Centre