



Retention Summary – Patient Data

The GDPR requires that personal data should not be held for longer than is necessary for the purpose for which it is being processed. However, it is a fundamental requirement that all records are retained for a minimum period of time for legal, operational, research and / or safety reasons. The length of time for retaining records will depend on the type of record.

Below you will find a summary of the various types of data we hold about you and how long each will be kept.

Medical Records

As you will see below our retention policy for most medical records is up to 30 years. This period has been determined with patient safety in mind. There is also the necessity in healthcare to occasionally need to undertake patient recalls where it is generally necessary to have access to the original patient medical record to determine, for instance, what was discussed with the patient, any products implanted or used to treat the patient or identify members of staff involved in the patient's care.

Some non-medical records will also need to be held for this time period as they support the medical records by providing context and further operational information. These are discussed in the next section.

When Mr Price retires it may be that he sells on his practice, or another surgeon takes over the practice. In this instance your details will transfer to the recipient.

TYPE OF RECORD	START OF RETENTION PERIOD	MINIMUM RETENTION PERIOD
Medical Records	Conclusion of treatment	Retain for 8 years
Medicolegal Records	Conclusion of treatment	Retain for 8 years

Non-Medical Records

The following list explains what other personal data we may hold about you and how long that data will be held for.

TYPE OF RECORD	START OF RETENTION PERIOD	MINIMUM RETENTION PERIOD
Credit card details where there is outstanding debt on patient's account	Discharge of debt	6 months
Debtor records cleared	Close of financial year in which debt is cleared	6 years
Debtor records not cleared		Retain until cleared
Invoices to patients regarding their treatment	Close of financial year to which the invoice relates	6 years
Patient enquires – Email	Receipt	6 years
Patient Surveys	Receipt	6 years
Complaints case file	Closure of incident	8 years
Fraud case files	Case closure	6 years
Litigation records	Case closure	8 years
Subject Access Requests (SAR) and disclosure correspondence	Closure of ASR	3 years
Subject access requests where there has been a subsequent appeal	Closure of appeal	6 years
Diaries / registers	Creation	10 years
Outpatient lists	Creation	10 years