

TYPE OF INFORMATION	WHY DO WE HOLD THIS	HOW LONG DO WE RETAIN IT	WHERE DO WE STORE THIS INFORMATION
PATIENT RECORDS			
Patient Registration forms	In order to register the patient and all of their contact details on their records.	Until the patient is registered on to our medical system	In a filing Tray downstairs
Patient Letters	In order to receive communication regarding our patients health	For one week after the document is scanned onto the patients records	In a filing cabinet downstairs
Patient Samples	In order to provide diagnostic care for our patients	The samples are collected every day	In a store downstairs
Patient Paper Records	In order to have a complete medical history of the patient	For the complete duration of the patients registration	In filing cabinets and a files room downstairs
Patient Computer Records	In order to register the patient and all of their contact details on their records.	Until the patient is registered on to our medical system	In a filing Tray downstairs
Patient prescriptions	In order to provide treatment to our patients who do not have access to Electronic prescribing	Until the prescription is collected or one month after issue dependent on which is first.	In a box on reception and then locked away when the practice is closed
Personnel Records			
Recruitment Letters	To follow due process in employing staff with clear checks in place and to allow manager to reference.	Until 12 months after the employment is ceased	On a computerised filing system that holds personnel details
Contracts	To follow due process in employing staff with contracts in place and to allow manager to reference.	Until 12 months after the employment is ceased	On a computerised filing system that holds personnel details
Training Plans and reviews	To ensure staff have a clear training plan	Until 12 months after the employment is ceased	On a computerised filing system that holds personnel details

Training Certificates	To ensure staff have a clear training plan	Until 12 months after the employment is ceased	On a computerised filing system that holds personnel details
Personal Details for ID	For finance, pension, tax, contracts, dbs, and reference checks	Until 12 months after the employment is ceased	On a computerised filing system that holds personnel details
Contact Numbers	to contact staff and also in an emergency their contact	Until 12 months after the employment is ceased	On a computerised filing system that holds personnel details
Practice Information			
Practice Policies		Policies are updated specific to the type of policy but mostly annually. Once they are update the old policy is archived for 5 years	On practice computers
Practice Accounting/ Finance		7 years pc accounts	On practice computers
Practice Certificates		Until 12 months after the employment is ceased	On a computerised filing system that holds personnel details
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IS THE INFORMATION SECURE	WHAT PROCESS IS IN PLACE TO KEEP INFORMATION SECURE	DO WE SHARE THIS INFORMATION	HOW DO WE SHARE THE INFORMATION	IS THE SHARING OF THE INFORMATION DONE SAFELY
Yes, Only staff have access to this area	The doors are key coded, the area is always manned with staff. The building is alarmed.	Yes with clinical persons involved in the patients care only.	Verbally with Clinical Staff onsite. Or by the use of a safe haven fax compliant with GDPR. Or by NHS Secure encrypted email.	YES
Yes, Only staff have access to this area	The doors are key coded, the area is always manned with staff. The building is alarmed.	Yes with clinical persons involved in the patients care only.	Verbally with Clinical Staff onsite. Or by the use of a safe haven fax compliant with GDPR. Or by NHS Secure encrypted email.	YES
Yes, Only staff have access to this area	The doors are key coded, the area is always manned with staff. The building is alarmed.	Yes THE SAMPLES ARE SENT TO A LAB EVERY DAY.	The samples are collected in a sealed bag by an NHS Courier	YES
Yes, Only staff have access to this area	The doors are key coded, the area is always manned with staff. The building is alarmed.	Yes with clinical persons involved in the patients care only.	Verbally with Clinical Staff onsite. Or by the use of a safe haven fax compliant with GDPR. Or by NHS Secure encrypted email.	YES
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Yes the computers are password locked	The computers are password locked and are not accesible to anyone without a password	NO	n/a	N/A
Yes the computers are password locked	The computers are password locked and are not accesible to anyone without a password	Yes but only with the senior partner and employee	The senior partner reads and signs the contract	YES in a sealed envelope marked private and confidential
Yes the computers are password locked	The computers are password locked and are not accesible to anyone without a password	NO	n/a	N/A

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Yes the computers are password locked	The computers are password locked and are not accesible to anyone without a password	no	n/a	
Yes the computers are password locked	The computers are password locked and are not accesible to anyone without a password	Yes, the numbers are available to staff	On a notice board within secure staff areas **should this change to pcs REVIEW	Yes as the area is secure
Yes the computers are password locked	The computers are password locked and are not accesible to anyone without a password	Yes with all staff an clinicians onsite	on our computers	yes
Yes the computers are password locked	The computers are password locked and are not accesible to anyone without a password	yes with our accountant	via safe encrypted email or the practice manger derives the accounting books for the current year in person	yes
Yes the computers are password locked	The computers are password locked and are not accesible to anyone without a password			
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DO WE DELETE/ DESTROY THIS INFORMATION	WHEN DO WE DELETE/ DESTROY THIS INFORMATION	HOW DO WE DESTROY THIS INFORMATION
YES	Once the registration is on the Emis Medical System	It is shredded USING A gdpr Compliant Shredder.
YES	One week after the information is scanned onto Emis Medical System	It is shredded USING A gdpr Compliant Shredder.
NO	na	na
NO	NA	NA
YES	Once the registration is on the Emis Medical System	It is shredded USING A gdpr Compliant Shredder.
YES	If a prescription is not collected within one month it is shredded and the process coded on the patients records.	It is shredded USING A gdpr Compliant Shredder.
YES	ONE YEAR AFTER THE EMPLOYEE HAS LEFT	It is shredded USING A gdpr Compliant Shredder.
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Yes	5 years after archived the policies are deleted	deleted
yes	The pc records are kept for 7 years and then deleted.	deleted
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