

Data Retention Policy

Record Type	Retention	Personal Data?	Lawful basis for processing personal data	Lawful basis for processing special categories of personal data
Adult health records including medical illustration records and scans	10 years	Yes	Pursuant to a contract between you and LLC.	Medical diagnosis, the provision of health care or treatment
Children's health records	Until 25th birthday, or 26th if patient was 17 when treatment ended.	Yes	Pursuant to a contract between you and LLC.	Medical diagnosis, the provision of health care or treatment
Cancer/Oncology - the oncology records of any patient	30 years or 8 years after death	Yes	Pursuant to a contract between you and LLC.	Medical diagnosis, the provision of health care or treatment
GP records of deceased patients	10 years after death	Yes	Pursuant to a contract between you and LLC.	Medical diagnosis, the provision of health care or treatment
Mental health records including psychology records	20 years after cessation of treatment, or 10 years after death	Yes	Pursuant to a contract between you and LLC.	Medical diagnosis, the provision of health care or treatment
Obstetrics, maternity, antenatal and postnatal records	25 years after care ceases	Yes	Pursuant to a contract between you and LLC.	Medical diagnosis, the provision of health care or treatment
Clinical audit records	5 years	Patient records will be audited with the output recorded and stored in a way that does not identify the patient.	Necessary for the purpose of legitimate interests for the purpose of local clinical audit for assessing outcomes for patients and identifying improvements which could be made for the future.	Medical diagnosis, the provision of health care or treatment
Referrals not accepted	2 years	Yes	Pursuant to a contract between you and LLC.	Medical diagnosis, the provision of health care or treatment
Invoices	6 years	Yes	Pursuant to a contract between you and LLC.	Medical diagnosis, the provision of health care or treatment
Incidents (serious)	20 years	Yes	Legal obligation	Medical diagnosis, the provision of health care or treatment
Incidents (not serious)	10 years	Yes	Legal obligation	Medical diagnosis, the provision of health care or treatment
Financial records of transactions	6 years	Yes	Legal obligation	n/a
Complaints	10 years	Yes	Legal obligation	Management of healthcare systems and services
Litigation records	10 years	Yes	Legal obligation	Management of healthcare systems and services
Subject Access Request (SAR) and disclosure correspondence	3 years	Yes	Legal obligation	Management of healthcare systems and services
Subject Access Request (SAR) where there has been a subsequent appeal	6 years	Yes	Legal obligation	Management of healthcare systems and services
Patient feedback	6 years	No	Feedback is collected in a way that does not identify you.	Feedback is collected in a way that does not identify you.