



Review Sheet		
Last Reviewed 17 Feb '23	Last Amended 17 Feb '23	Next Planned Review in 12 months, or sooner as required.
Business impact	<p>Changes are important, but urgent implementation is not required, incorporate into your existing workflow.</p> <p><b>MEDIUM IMPACT</b></p>	
Reason for this review	Scheduled review	
Were changes made?	Yes	
Summary:	This policy outlines the process for the business and all staff to understand the principles set out in UK GDPR in relation to data retention and data security. It has been reviewed and updated in the policy section (4.2) to make reference to the NHSX Records Management Code of Practice 2021, and a link is available in the Underpinning Knowledge section. The Code provides a framework for consistent and effective records management based on established standards and contains minimum retention periods for different types of records relating to health and care. References have been checked and updated.	
Relevant legislation:	<ul style="list-style-type: none"> <li>• Data Protection Act 2018</li> <li>• UK GDPR</li> </ul>	
Underpinning knowledge - What have we used to ensure that the policy is current:	<ul style="list-style-type: none"> <li>• Author: CQC, (2022), <i>Guidance for providers</i>. [Online] Available from: <a href="https://www.cqc.org.uk/guidance-providers/all-services/guidance-providers">https://www.cqc.org.uk/guidance-providers/all-services/guidance-providers</a> [Accessed: 17/2/2023]</li> <li>• Author: NHS DIGITAL, (2021), <i>Records Management Code of Practice 2021</i>. [Online] Available from: <a href="https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf">https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf</a> [Accessed: 17/2/2023]</li> <li>• Author: ICO, (2022), <i>Guide to the UK General Data Protection Regulation (UK GDPR)</i>. [Online] Available from: <a href="https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/">https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/</a> [Accessed: 17/2/2023]</li> <li>• Author: NHS Digital, (2023), <i>Data Security and Protection Toolkit</i>. [Online] Available from: <a href="https://www.dsptoolkit.nhs.uk/">https://www.dsptoolkit.nhs.uk/</a> [Accessed: 17/2/2023]</li> <li>• Author: GOV.UK, (2022), <i>Right to work checks: an employer's guide</i>. [Online] Available from: <a href="https://www.gov.uk/government/publications/right-to-work-checks-employers-guide">https://www.gov.uk/government/publications/right-to-work-checks-employers-guide</a> [Accessed: 17/2/2023]</li> </ul>	
Suggested action:	<ul style="list-style-type: none"> <li>• Encourage sharing the policy through the use of the QCS App</li> </ul>	
Equality Impact Assessment:	QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.	