

Freedom of Information Team
De La Court House
Queen Alexandra Hospital
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Date: 25/01/2022

Ref: 21-22 516

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act 2000, which was received by the Trust on 17/01/2022. Please see responses to your requests below.

1. Please provide a copy of your Health Records Retention and Disposal Policy.



Records Retention
Disposal and Destru

2. Please provide the audit frequency and schedule of the quality audits of the healthcare records that have been reviewed by staff to be retained and/or disposed.

The Trust undertakes two audits on a daily basis, these audits are to review inactive or deceased patients' medical records.

3. Please provide a list of the audits which take place within your health records department as a whole and the frequency of these.

Subject Access Request Audits – daily
Subject Access Requests Compliance - monthly

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on Information.Governance@porthosp.nhs.uk or write to the above address and we will conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information, please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team