



# INFORMATION LIFECYCLE

## Procedure

All patient records including:

- Ultrasound referrals
- Ultrasound scan reports
- Consent forms
- Communication between clinicians and the company related to individual patients
- Fax receipts
- Scan images
- Disiplinary notifications

All patients' records relating to a scan appointment are held in paper format until the report has been sent back to the referrer. All are scanned onto each individual patients file held in the secure cloud based patient management system (This should be done prior to appointments and booking).

Once this has been completed all paper records are disposed of by placing into a secure confidential waste bin ready to be shredded by the company's contracted confidential waste desposal company (Direct 365).

All electronic patients' records should be held for:

- A minimum of 10 years or;
- if obstetric or pediatric – until the 25<sup>th</sup> Birthday of the data subject or unborn child.

All Staff records include

- ID Documents
- Copies of DBS checks
- CV's
- Copies of qualification certificates
- Immunisations
- Training
- Appraisals

DBS checks to be held for a maximum of 6 months, all other employee data to be kept in paper form of 1 year and digitally for 5 years prior to disposal.