



DATA RETENTION POLICY

YOR Local Medical Committee Limited (YORLMC Ltd) is the brand name for Bradford & Airedale and North Yorkshire LMCs, also referred to as Branches of YORLMC. It is the professional voice for all NHS GPs and practice teams across the areas of North Yorkshire & York and Bradford, Airedale, Wharfedale & Craven. YORLMC Ltd is a gateway to pastoral care and provides personal and totally confidential support for GPs and practices in difficulty or experiencing major change. It also provides personal advice and support for practices on a wide range of issues.

From 25th May 2018 onwards, the EU’s General Data Protection Regulation 2016/79 (the "GDPR") and the UK’s Data Protection Act 1998 ("DPA 2018") will govern how Local Medical Committees (“LMCs”) use personal data.

With regard to data retention YORLMC will comply with standard retention periods wherever possible. Specifically, YORLMC

:

- will not keep personal data for longer than needed
- will consider and be able to justify, how long to keep personal data. This will depend on the purpose that data is held
- will periodically review the data it holds, and erase or anonymise it when it is no longer needed
- will carefully consider any challenges to its retention of data. Individuals have a right to erasure if YORLMC no longer needs the data
- will retain personal data for longer if it is only keeping it for public interest archiving, scientific or historical research, or statistical purposes

August 2018

Category of data held:	Consideration	Period of retention
GP Constituents/practice contacts	Article 5(1)(e) says: “1. Personal data shall be: (e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;	Delete contact details when notified of leaving unless there is a legitimate reason to retain some or all of it longer, such as in connection with a fitness to practice investigation or complaint or for archiving purposes.

YOR Local Medical Committee Limited (YORLMC Ltd)

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<p>Individuals working within organisations</p>	<p>Article 5(1)(e) says: “1. Personal data shall be: (e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;</p>	<p>Delete contact details</p>
<p>Staff</p>		<p>Recruitment records – delete securely as soon as possible or in any case within 6 months It’s recommended that personal information of employees, including contact details, appraisals and reviews be kept for at 6 years following their departure.</p> <p>Many employee records contain sensitive information so it’s essential to ensure they are disposed of correctly, this may include the cross shredding of paper records and the secure disposal of hard drives, which should be destroyed rather than formatted.</p> <p>Employees’ financial information should be retained for at 7 years as HMRC can go back 6 years and 364 days.</p>
<p>Election data</p>		<p>1 year from the date of the election result</p>
<p>Data Processors</p>		<p>Article 5 (e) of the GDPR states personal data shall be kept for no longer than is necessary for the purposes for which it is being processed.</p> <p>YORLMC will review its arrangements with all its data processors when the working relationship comes to an end and ensure personal data is</p>

		securely disposed of, if and when it is no longer needed
Accounts		6 years from the end of the financial year to which the records relate
Minutes/correspondence		Indefinite

Date	Author	Document History
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