



BEAUMONT
HOSPITAL

Record Retention and Destruction Policy



Dear Patients,

Beaumont Hospital in line with Data Protection Law and ensuring your privacy will not retain your records for longer than is necessary, unless specified by legislation. We endeavour to not retain your records for longer than 8 years, this policy will be implemented on the 1st January 2022. There is a table guide below where some types of records might fall outside this period, however, please note that this is not an exhaustive list.

Where records are in relation to donation or transplant, all relevant medical records will be provided to the national donor data base before destruction, similarly in relation to other national programs.

If you wish to request your records this can be done by contacting the Freedom of Information Department, foi@beaumont.ie or the Data Access Department routineaccess@beaumont.ie or call Tel: 01-8092866 office hours 9am-4pm Mon-Friday. As Beaumont hospital is committed to the obligation as a climate change ambassador, records shall be provided in a secure electronic form unless specified otherwise.

Beaumont Hospital's first priority is patient care and in the event that our medical experts make a decision that records shall be kept for a different period it will only done as an exception to the rule.

Many thanks,

Beaumont Hospital Management

Types	DEFAULT RETENTION PERIOD
Healthcare records (Excluding records not specified elsewhere in this schedule)	8 years post the instance
Cervical Screening Slides, Joint replacement records, Frozen Tissue, Grids for electron microscopy	10 years
Audiology Records	20 years after the last entry
Children and young people (all types of records relating to children and young people) Records created under Childcare Acts	Retain until the patient's 25th birthday or 26th if young person was 17 at the conclusion of treatment, or 8 years after death. If the illness or death could have potential relevance to adult conditions or have genetic implications, the advice of clinicians should be sought as to whether to retain the records for a longer period
Oncology (Including radiotherapy) Clinical Trials	25 years
Creutzfeldt-Jakob Disease (hospital and GP) Genetic records, Homicide / "Serious untoward incident" records Pathological Archive, Records relating to investigation or storage of specimens relevant to organ transplantation, semen or ova, <i>Specimens and Preparations</i> Blocks for electronmicroscopy Blood Bank Register, blood component audit trial and fates	30 years from date of diagnosis including deceased patients Destroy under confidential conditions 2002/98/EC The Blood Safety and Quality Regulations 2005 (SI 2005 No. 50)

Psychology Records

Retain for the period appropriate to the patient/specialty, e.g., children's records should be retained as per the retention period, for the records of children and young people; mentally disordered persons (Within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the Organisation.