Central Health Solutions Ltd

Data Retention Policy

Central Health Solutions is committed to looking after your data and only keeping it for as long as it is necessary.

If you are a subscriber to our website and receive mailings or other communications without any financial commitment or contract then we will keep your data for a maximum of two years.

If the data we hold for you forms part of a business contract or financial transaction then we are obliged to hold your information for longer. Please refer to the sections below to determine how long we will hold your records.

(1) Business contracts and arrangements

The Limitation Act 1980 (Section 5) states that all business contracts, agreements and other arrangements need to be safely stored for the length of the contract and for six years afterwards.

(2) Pensions

The Registered Pension Scheme (Provision of Information) Regulations 2006 (No. 18) demands that business data and documents concerning pension schemes require a minimum storage time of six years.

(3) Workplace injuries

According to Regulation 12, of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, accident reports need to be retained for a minimum of three years. The maximum retention period is dependent upon general restrictions regarding personal data.

(4) VAT and HMRC

The VAT Act 1994 (Schedule 11, paragraph 6) and HMRC Notice 700/21 October 2013. We will keep these records for a minimum of six years from the date they were made.

(5) Records Management Code of Practice for Health and Social Care 2016

We process and manage data that may contain patient sensitive information relating to subcontracts we deliver or directly with members of the public.

A separate document is posted on our website under the governance section [www.1centralhealth.co.uk/governance](http://www.1centralhealth.co.uk/governance) and refers to the matrix around record keeping in Health and Social Care

<https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care>