
	Statement on Data Retention			
	Programme	NPFIT	Document Record ID Key NPFIT-FNT-TO-IG-DES-0115.01	
	Prog. Director	Paul Jones	Status	Approved
	Owner	Tim Davis	Version	1.0
	Author	Howard Pritchard	Version Date	05/05/2006

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Amendment History:

Version	Date	Amendment History
0.1	23/04/2006	First draft for comment
0.3	03/05/2006	Reviewed and approved
0.4	04/05/06	Amendments to fit all suppliers
0.5	05/05/06	Formatting
1.0	05/05/06	Approved

Forecast Changes:

Anticipated Change	When

Reviewers:

This document must be reviewed by the following:

Name	Signature	Title / Responsibility	Date	Version
Andrew Dickinson		Compliance Manager		
Malcolm McKeating		Network Security manager		
Barry Beal		Cap Gemini Consultant		

Approvals:


This document must be approved by the following:

Name	Signature	Title / Responsibility	Date	Version
Tim Davis		Head of Information Governance	05/05/2006	1.0

Document Status:

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1 Data Retention

Following on from previous communications and meetings between NHS CFH and suppliers on the subject of Data Retention, the Authority expects suppliers to retain Data for 3 (three) years on-line and the remainder of 30 (thirty) years off-line. This follows the guidance as referenced in the NHS Code of Practice Part 1 and 2. This position may be affected in the future by the outcome of reviews such as the current NHS CFH Security Audit work package.

2 SLA – Archive Retrieval of Audit Data

Schedule 1.7, 730.40.8

The Contractor shall ensure that the Audit Trail is retained for the entire retention period of the records audited, to enable investigations to be carried out when necessary and provide evidence where required by the Authority.

Due to interpretations from various quarters with regards the retrieval of archived data in a timely manner. Please be advised that until further clarifications are produced in line with the Security Audit work package, NHS CFH would expect that suppliers use the following statement when applying the mechanisms to storage of data.

1. 3 Years on-line (Years 1 to 3)
2. A further 7 years off-line, recoverable within 1 working day (Years 4 to 10 inclusive)
3. A further 20 years off-line, recoverable within 1 working week (Years 11 to 30 inclusive) – slight change from 26 but in line with HSC 1999/053