

Reference Number: EPUT.FOI.23.3015

Date Received: 12th of June 2023

Information Requested:

1. I would like the retention and deletion process policy or policies of documents and recordings of 111
The trust follows guidance that is issued nationally to all NHS organisations. A hyperlink is provided below to the NHSX Records Management Code of Practice (issued in 2021)
https://transform.england.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf

 2. Confirmation of when it was implemented by EPUT and who approved / made the decision and date of approval.
The NHSX Records Management Code of Practice 2021 superseded the previous retention policy of NHS Information Governance Alliance (IGA) issued in 2016.
The NHSX Records Management Code of Practice was issued in 2021 to our Head of Records & IG who's responsibility it is that the relevant teams and departments either change or abide by the retention schedules.

 3. Safeguarding policy
[Please see attached documents](#)

 4. Copy of the duty of candour
[Please see attached documents](#)
-

Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link
<https://eput.nhs.uk>