

Home > Your Council > Transparency and open data > Data protection > Public health retention schedule

Public health retention schedule

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Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
National Child Measurement Programme Enhanced Dataset	Record level data that has been submitted to NCMP. NCMP enhanced dataset. See http://content.digital.nhs.uk/media/13507/Enhanced-dataset-user-guide/pdf/NCMP_enhanced_dataset_Guidance.pdf .	Electronically in restricted access information folder.	Held for research purposes. Disposed of when required.	The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 s 13
Event Contact Details	List of attendees and participants at events.	Electronic (password protected) or paper.	Retained until no longer of effective use or superseded. Securely disposed of or deleted.	Good Practice
Notification of Death	Notifications of death from Coroner's and Police (Via a G72) for both drug related deaths and suicide. Notifications include name, address, place of death, date of birth, date of death, reason for death.	Electronic in password protected folder.	Held for a 6 year period and then securely deleted.	GDPR Public Health Recital 159
Child Death Overview Panel Case Files	Completed Form C's plus associated papers including post mortem reports, end of case discussion reports. Individual records have the name removed but will include date of birth, date of death. Personal notes made in preparation for the meeting are stored electronically. These notes include the CDOP case number, gender, age and details of the case.	Electronic.	Case records are disposed of following each meeting.	Working Together to Safeguard Children (Statutory Guidance)
		Electronic copy of award holder's names		

Healthier Choices and Junior Healthier Choices Award Records	List of businesses that have been assessed for the Healthier Choices and Junior Healthier Choices Award. Includes owners name, contact details and customer numbers.	published on the Councils Healthier Choices Award Intranet pages. Details of participants scanned and stored electronically.	Keep for period of the scheme (2 years) and then securely deleted.	Good Practice
Hospital Episode Statistics Extracts	Access to detailed record of outpatient attendances, inpatient admissions and accident and emergency attendances for 10 years of activity in English Hospital Trusts. Full list of fields recorded in the HDIS data sharing agreement with NHS Digital.	Data queried or extracted from NHS Digital Data Access Environment (DAE) as and when required and held electronically.	Only aggregated data is held locally until no longer required and then securely deleted.	Duty to Improve Public Health: Section 12 of the Health and Social Care Act 2012 Duty to Support Health and Wellbeing Boards: Section 194 of the 2012 Act Duty to Produce Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWBs): Sections 192 and 193 of the 2012 Act Duty to Publish an Annual Public Health Report: Section 31 the 2012 Act Public Health Responses on Behalf of the Local Authority to Licensing Applications and Other Statutory Local Authority Functions Requiring Public Health Input: Part 3 of the National Health Services Act 2006 (as Amended by Section 30 of the Health and Social Care Act 2012)
Primary Care Mortality Database (PCMD) Extract	Access to detailed record of deaths of Blackpool residents and Blackpool registered patients for the period 1996 to present. Full list of fields recorded in the PCMD data sharing agreement with NHS Digital.	Data downloaded via NHS Digital SEFT site and stored in Access database restricted to the Public Health Intelligence team.	Held locally until no longer required and then securely deleted.	Section 42(4) of the Statistics and Registration Service Act (2007) as Amended by Section 287 of the Health and Social Care Act (2012)
		Data downloaded via	Held locally	Section 42(4) of the

ONS Births Data	Access to detailed record of births of Blackpool residents for the period 1995 to present. Full list of fields recorded in the PCMD data sharing agreement with NHS Digital.	NHS Digital SEFT site and stored in Access database restricted to the Public Health Intelligence team.	until no longer required and then securely deleted.	Statistics and Registration Service Act (2007) as Amended by section 287 of the Health and Social Care Act (2012)
Trauma and Intelligence Group Data	Dataset collected by Blackpool NHSTFT, recording accident and emergency attendances for assaults. Full list of fields recorded in the TIIP specification document.	Data stored electronically by the pan-Lancashire Multi Agency Data Exchange (MADE). Blackpool dataset stored in folder restricted to the Public Health Intelligence team.	Indefinitely.	Information Standard for the Information Sharing to Tackle Violence Minimum Data Set
Alcohol Detox Invoicing Data	Contains client orion number (patient only identifiable to provider), treatment type and treatment dates.	Stored electronically on secure drive.	6 years.	Value Added Tax Act 1997 Sch 11 Para 6
Drug and Alcohol Rehabilitation Invoicing Data	Contains client orion number (patient only identifiable to provider), treatment type and treatment dates.	Stored electronically on secure drive.	6 years.	Value Added Tax Act 1997 Sch 11 Para 6
Lived Experience Team (LET) Drug Related Death Pilot	Name, date of birth, address and any risk factors i.e. health.	Stored electronically on secure drive.	6 years.	

↑ Back to top

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