FOI 004_2025 Response

I recently came across a published FOI response from another requester regarding the med recs EDM System. After reviewing the details, I'm seeking information about paper records instead and would like to raise an FOI. Given that medical records are important information assets containing Personally Identifiable Information (PII), some of which will be sensitive, I am particularly interested in how the Trust manages (or who manages!) and safeguards paper medical/health records.

I've had a look at the NHSE ERIC data but can only see on-site and off-site spend. Nothing around the number of paper records etc. therefore could you have a look at the below request? Most of it should be in your info asset logs, registers and/or DPIAs so hopefully the request is not too much of an impact.

1. **How many paper medical records does the Trust have as a data controller?**

    1,350,892

2. **How many primary on-site record libraries are there? (Just looking for primary storage locations, not local departmental stores etc. as that would take a long time to reply to).**

    None

3. **How many off-site record libraries are there?**

    One (Iron Mountain)

4. **Is records management outsourced for some paper medical records?**

    No

5. **Is records management outsourced for all paper medical records?**

    No

6. **How many records are Trust-managed and how many are outsourced to a records management provider?**

    The Trust manages all its records, the third party is used for offsite storage for inactive records.

7. **If some or all records management is outsourced, what is the records management provider(s) company name(s)?**

   Provider for offsite storage is Iron Mountain

8. **Is the company (if more than 1, please list) a Data Controller and/or a Data Processor for the Trust?**

   Data Processor

9. **How many records has the Trust authorised and had destruction undertaken for within the last two years (2022/23 & 2023/24)?**

   None

10. **Was destruction undertaken by a BS15713 provider?**

    N/A

11. **If yes, which of the following are they accredited to: BS15713:2009 or BS15713:2023?**

    N/A

12. **If records management is outsourced, does this include active records (records that have been in active circulation within the last three years)?**

    N/A

13. **If records management is outsourced, does this include dormant records (records that have been in active circulation in the last four to eight years)?**

    N/A