



## **The Jitsu Foundation**

# **Secure Storage, Handling, Use, Retention & Disposal of Medical Records**

## **General principles**

The Jitsu Foundation complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Medical Records and has a written policy on these matters, which is available to those who wish to see it on request.

## **Storage and access**

Medical Records are kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## **Handling**

In accordance with the Data Protection Act 1998 information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Medical Record information has been revealed.

## **Usage**

Medical Records information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## **Retention**

Once a physical activity readiness acceptance decision has been made, we do not keep Medical Records for any longer than is necessary. This is generally for a period of up to four years for adult members and up to four years beyond the individual's eighteen birthday for child members. This is to ensure the limit of limitation on personal injury claim has expired. If this period expires and no legal proceedings have commenced, the case becomes 'statute barred' and the claim can be declined by the relevant Insurers. This is confirmed in the Limitation Act of 1980. If, legal proceedings have commenced we will keep medical records until six months after such time that we have received confirmation from our insurers that proceedings have been concluded. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## **Disposal**

Once the retention period has elapsed, we will ensure that any medical record information is destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, medical record information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the medical records or any copy or representation of the contents of a medical record. However, notwithstanding the above, we may keep a record of the date of receipt of a medical record, the name of the subject, the club at which the subject was attending when the medical record was supplied, the Certificate was requested, the unique reference number of the Certificates and the details of the recruitment decision taken.