

**Ministry for Health**  
**Karin Grech Hospital**  
**Data Protection and Retention Policy**

**SCOPE**

1. This Policy is aimed at regulating the retention, maintenance and disposal of documentation, both personal and other, within the Karin Grech Hospital, as provided for in the terms of requirements emanating from legal provisions in such other acts as the Health Act chapter 528 and directives emanating therefrom, in accordance with the principles of data protection legislation, and the National Archives Act chapter 477.

**BACKGROUND**

2. The GDPR puts forward the principle that personal data and sensitive personal data should not be retained for periods that are longer than necessary. In this context, the Karin Grech Hospital will be putting forward a retention policy for all data and documentation that it collects and processes, with the purpose of ensuring compliance to the Regulation and to ensure that no resources are utilised in the processing and archiving of data which is no longer of relevance.

**OBJECTIVES**

3. This policy aims to achieve the following objectives:
  - a. Regulate the retention of and disposal of the various types of documentation whether held in manual or automated filing systems within the Karin Grech Hospital, while adhering to the Data Protection principle that personal data should not be retained for a longer period than necessary; stated in GDPR Article 5 (e).
  - b. Dispose of unnecessary documentation that is no longer relevant and is taking up useful storage space; stated in GDPR Article 17.
  - c. Promote the digitisation of documentation as may be reasonably possible in order to minimize the use of storage space required to store documentation, as well as to promote a sustainable use of paper and printing consumables.

**THE DATA SUBJECT RIGHTS**

4. The data subject is entitled to know, free of charge, what type of information the Karin Grech Hospital holds and processes about you and why, who has access to it, how it is held and kept up to date, for how long it is kept, and what the unit is doing to comply with data protection legislation.

The GDPR establishes a formal procedure for dealing with data subject access requests. All data subjects have the right to access any personal information kept about them by the Karin Grech Hospital either on computer or in manual files. Requests for access to personal information by data subjects are to be made in writing using the [Request for Access to Personal Data by Employees](#), and sent to the

Data Protection Officer of the Karin Grech Hospital. The data subject identification details such as ID number, name and surname have to be submitted with the request for access. In case we encounter identification difficulties, the data subject may be required to present an identification document.

## ADMINISTRATION

5. Documentation is held and recorded by Karin Grech Hospital. This Policy is therefore applicable to all such documentation. It will be the responsibility of the relevant Karin Grech Hospital and its Data Controller Chief Executive Officer to ensure that all provisions of this Policy are adhered to.
6. All staff that create, maintain, process and store records mentioned hereunder are responsible to perceive and implement the instructions given in this policy.
7. The next level supervisor, following appropriate consultation and direction, is authorized to modify this policy as deemed appropriate from time to time to ensure compliance with state laws.

## DOCUMENTATION HELD WITHIN KARIN GRECH HOSPITAL

8. As part of its operating requirements the Karin Grech Hospital, requests, keeps and maintains a wide range of documentation including personal data. The various types of documentation utilised by Karin Grech Hospital may be categorised as follows:
  - a. Personal data related to the patients and employees in the Nursing department
  - b. Personal data related to the patients and employees in the Pharmacy department
  - c. Personal data related to the patients and employees in the Department of Nutrition and Dietetics
  - d. Personal data related to the patients and employees in the Orthotics & Prosthetics
  - e. Personal data related to the patients and employees in the Human Resources Department
  - f. Personal data related to the patients in the Social Work Department
  - g. Personal data related to the patients and employees in the Physiotherapy Outpatients Department
  - h. Personal data related to the patients and employees in the Speech Language Pathology Unit
  - i. Personal data related to the employees in the Payroll
  - j. Personal data related to the suppliers in the Finance and Procurement
  - k. Personal data related to the Foreign patients in the Finance Unit
  - l. Personal data related to the employees in the Maintenance Department
  - m. Personal data related to the patients and employees in the Physiotherapy In-patient Department
  - n. Personal data related to the patients and employees in the Occupational Therapy Department
  - o. Personal data related to the patients and employees in the Transport Department
  - p. Personal data related to the patients in the Geriatrics Department
  - q. Personal data related to the patients in the Podiatry Department
  - r. Personal data related to the patients in the Rehabilitation Medicine

## SECURITY OF DOCUMENTATION

9. Documentation is maintained in an accessible but secure location with adequate access provided to officials who have the clearance level to access the relevant documentation. In the case of documents

with sensitive personal data with higher clearance levels, access control protocols are fully adhered to, to ensure that only those that have the required security clearance have access to such documentation.

10. In the case of personal data, the GDPR also stipulates that only those required to process personal data should have access to personal records.
11. Personnel who are found to be in breach of these security protocols, and thus in breach of the GDPR, will be subject to disciplinary action stated in GDRP Article 33 Clause (5).

### MANUAL VS ELECTRONIC RECORDS

12. In terms of retention periods, it needs to be pointed out that the same retention period will apply for both electronic and manual data.

### RETENTION PERIOD

13. Retention of different categories of documents is governed by different requirements and different legislation and regulations.

The retention schedule outlines the retention requirements for the various categories of documentation within the Karin Grech Hospital

Key	Unit/Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action (when retention period expires).
1	Karin Grech Hospital	Nursing Department	Employee data	Personal contact details, legend, leave forms and disciplinary documents.	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
2	Karin Grech Hospital	Department of Nutrition and Dietetics	Employee data	Personal contact details, legend, leave forms, disciplinary documents, and usernames.	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
3	Karin Grech Hospital	Physiotherapy Outpatients Department	Employee data	Contact details and qualifications.	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
4	Karin Grech Hospital	Speech language Pathology Unit	Employee data	Personal contact details, professional grade, qualifications and date of employment.	Data is updated and kept till the last working day of employee.	None	Not required for permanent preservation by the National Archives.
5	Karin Grech Hospital	Maintenance Department	Employee data	Contact details and qualifications: mobile numbers, ID card numbers & trade.	Until retirement, termination or resignation of Employee.	Records are on paper and electronic format.	Not required for permanent preservation by the National Archives.
6	Karin Grech Hospital	Physiotherapy In-patients Department	Employee data	Personal contact details, professional grade, qualifications, date of employment and rotation placement lists.	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.

7	Karin Grech Hospital	Occupational Therapy Department	Employee data	Personal contact details, qualifications, courses, progressions and special leave.	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
8	Karin Grech Hospital	Transport Department	Employee data	Personal contact details, qualifications, courses, progressions and special leave.	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
9	Karin Grech Hospital	Nursing Department	Patient data	Patient's data and relatives/guardian contact details are also kept until discharge, then they are filed in the patient's file at MDH.	All documents pertaining to both inpatient and those attending outpatient are kept until discharge.	Retention period for Mater Dei Hospital (MDH) files are kept ten (10) years after demise.	Catered for through the Mater dei Hospital retention policy for patient's records.
10	Karin Grech Hospital	Pharmacy Department	Patient data	Medicines and pharmacy operations. Dispensed prescriptions patient profile including personal data, medical and medication history.	Five (5) years	As per SPH circular dated 11/03/13.	Not required for permanent preservation by the National Archives.
11	Karin Grech Hospital	Department of Nutrition and Dietetics	Patient data	All documents pertaining to patient data, assessment, care plan, relatives details, dietetic diagnosis, dietetic intervention and review.	Ten (10) years	None	Not required for permanent preservation by the National Archives.

12	Karin Grech Hospital	Orthotics and Prosthetics	Patients' personal details, including names, addresses, contact details and appointments dates and times. Patients' clinical notes, including referral forms, past medical history and treatments, and copies of orders of items fitted on patients.	Clinical notes and copies of orders.	Ten (10) years	Paper records are kept in filing cabinets; electronic records are on a customised database in the OPU folder in the KGH P-Drive.	Not required for permanent preservation by the National Archives.
13	Karin Grech Hospital	Department of Social Work	Client Social Work File	Social work assessment: all the relevant information related to the assessment, hence professional's notes, contact details and processes.	Ten (10) years after demise.	None	Records of clients with the day of birth falling on the ninth (9th), nineteenth (19th) and the twenty-ninth (29th) are to be transferred to the National Archives for permanent preservation. The rest of the records are not required for permanent preservation by the National Archives.
14	Karin Grech Hospital	Physiotherapy Outpatients Department	Physiotherapy Referral form	This form contains the contact details of the patient with the diagnosis and the reason for the referral.	Once patient is discharged file is archived for five (5) years and then destroyed.	None	Not required for permanent preservation by the National Archives.
15	Karin Grech Hospital	Speech language Pathology Unit	Patients documents	All documents including patients' records with personal contact details, medical diagnosis and history, next of kin contact details, SLP assessment results, therapy plans, recommendations and goals.	Data is kept for ten (10) years post patient's discharge.	Both electronic and paper records.	Original version of records of patients with the day of birth falling on the ninth (9th), nineteenth (19th) and the twenty-ninth (29th) are to be transferred to the National Archives for permanent preservation. The rest of the records are not required for permanent preservation by the National Archives.

16	Karin Grech Hospital	Finance and Procurement	Suppliers	Name, Trade Name, Registered/Business Address, Postal Address, Coy Registration Number if applicable, VAT Number, Contact Person, Credit Terms, Address, email address, Telephone & Mobile numbers, IBAN, details of supplies, pending dues, Prices of goods & service, Directors/Partners, along with all invoices, credit notes, Payment Acknowledgements, and delivery notes.	Ten (10) years commencing from last entry.	For VAT purposes.	Not required for permanent preservation by the National Archives.
17	Karin Grech Hospital	Finance	Foreign Patients	Name, Surname, Maiden Surname if applicable, ID/Passport, Address in Malta and abroad, Marital Status, spouse details if applicable, leave, email address, Telephone/Mobile number, DOB, Length of Stay, Details if Paying or non Paying Customer, entitlement documents.	Three (3) years	Required for audit purposes. All data is passed to Entitlement unit. Re the Entitlement Unit records, an official retention policy is already in place within the Department for Policy in Health.	Not required for permanent preservation by the National Archives.
18	Karin Grech Hospital	Physiotherapy In-Patient Department	Patients documents-Daily statistics.	Patient Appointment lists, Ward Patient Treatment Registers.	Indefinitely	None	To be kept indefinitely by the originating office.

19	Karin Grech Hospital	Occupational Therapy Department	Patients documents	Assessment and treatment progress notes, home visits reports, other patient related reports according to need.	Ten (10) years after discharge.	Electronic and hard copies.	Original version of records of patients with the day of birth falling on the ninth (9th), nineteenth (19th) and the twenty-ninth (29th) are to transferred to the National Archives for permanent preservation. The rest of the records are not required for permanent preservation by the National Archives.
20	Karin Grech Hospital	Transport Department	Patients documents	A daily list of patients that are being transported to their homes from the Hospital stating their physical condition and the driver's name.	Five (5) years	None	Not required for permanent preservation by the National Archives.
21	Karin Grech Hospital	Department of Geriatrics	Patients documents	Patients documents.	Ten (10) years after demise.	None	Original version of records of patients with the day of birth falling on the ninth (9th), nineteenth (19th) and the twenty-ninth (29th) are to transferred to the National Archives for permanent preservation. The rest of the records are not required for permanent preservation by the National Archives.
22	Karin Grech Hospital	Podiatry Department	Foot medical treatment Patient Data-Excel Sheet.	Admission/Discharge Sheet	Five (5) years	None	Not required for permanent preservation by the National Archives.
23	Karin Grech Hospital	Podiatry Department	Foot medical treatment Patient Data-Ward Census.	Name, ID card number, diagnosis and podiatry history of the patient.	Five (5) years	None	Not required for permanent preservation by the National Archives.



24	Karin Grech Hospital	Podiatry Department	Foot medical treatment Patient data-Instrument Record Notebook.	The record of instruments sterilization.	Five (5) years	None	Not required for permanent preservation by the National Archives.
25	Karin Grech Hospital	Rehabilitation Medicine	Patient data-Consultation review.	General review of patient's condition and rehab needs together with information about social status.	Ten (10) years from first review.	None	Not required for permanent preservation by the National Archives.
26	Karin Grech Hospital	Rehabilitation Medicine	Patient data-Discharge letters.	A letter to confirm the patient is fit to be discharged from Hospital done by the junior's consultants.	Ten (10) years	Soft copy is stored at the ECS (Electronic Case Summary) System. Hard copy is filed in the MDH file.	Catered for through the Mater dei Hospital (MDH) retention policy for Patient's Records.

## IMPLEMENTATION OF THE RETENTION PERIOD

14. The implementation of the said retention periods shall come into force as from 26<sup>th</sup> August 2020 and cover all data held at the Karin Grech Hospital. The first step will be to dispose of old documents dating back decades held within the premises according to procedure and timeframes listed in this policy. Every file destroyed shall be documented by the staff to keep a track record. Eventually officers responsible for data listed in the retention schedule will, following approval by the management team, dispose of such data according to the given timeframes.

## CONCLUSION

15. This retention policy aims to achieve a good working balance between the retention of useful and meaningful information in line with the provisions of the relevant legislation and the disposal of data which is no longer required and is being archived unnecessarily. Data that needs to be destroyed after the noted timeframes will be disposed of in an efficient manner to ensure that such information will no longer be available within the Karin Grech Hospital. Data Protection Controllers, Heads, and DPOs are aware of the noted retention periods and will instruct all relevant personnel to follow the indicated procedures accordingly.

It is to be noted that anonymised or statistical data do not fall within the parameters of this Retention Policy, since they do not constitute identifying personal data.

### **The Data Protection Officer may be contacted on:**

Karin Grech Hospital  
St Luke's Road  
Gwardamangia

Telephone: 2208 5010

Email: [dpo.rhkg@gov.mt](mailto:dpo.rhkg@gov.mt)

### **The Information and Data Protection Commissioner**

The Information and Data Protection Commissioner may be contacted at:

Level 2, Airways House,  
High Street,  
Sliema SLM 1549

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