



Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

Suite 9
Buckingham Row
Brick Kiln Lane
Wigan
WN1 1XX

Email: foi@wwl.nhs.uk
Web: www.wwl.nhs.uk

Ref: FOI/2025/10553

Date Received: 21st February 2025

Response Due: 21st March 2025

Date: 18th March 2025

Dear Sir/Madam

With reference to your request for information received on 21st February 2025, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

I am writing to inquire about the retention of occupational health information that is provided in the online questionnaire for fitness to practice. Specifically, I would like to know:

1. Where is the information held?

Information is held securely within our occupational health cloud based, electronic system.

2. How long is this information retained?

We would keep the information stored on our database for a period of seven years post the last entry.

3. Are there any specific policies or guidelines regarding the retention and storage of this information?

Data Protection Act, 2018 GDPR regulations.
WWL's Health Records Retention & Destruction Policy.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Chris Clark
Director of Strategic Transformation

PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline number: 0303 123 111