

## NHS Grampian Archives – Data Protection Factsheet

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Records containing confidential, personal or medical information are normally closed for periods of 75 years (or 100 years in the case of records relating to minors). Some administrative records, which contain personal, confidential or other sensitive information, may be closed for shorter periods. These periods apply to the date of the last entry in any volume or bundle.

It may be possible to view records within the closed periods under certain circumstances. This factsheet explains how to access the following records:

- Records of a Deceased Individual
- Records of a Living Individual (including you)
- Accessing Records for Research Purposes

### Records of a Deceased Individual

Records of a deceased individual are closed for 75 years (100 years if relating to a minor). If an individual is deceased, you must provide proof of their death (for example, a copy of their death certificate). You must complete a [Third Party Access Request form](#), and return with proof of the individual's death to the [NHS Grampian Archivist](#). Upon receipt of this, an application can then be made to [NHS Grampian's Information Governance Manager](#) who will decide if records can be accessed.

Please note that proof of a person's death may also be requested if it is unclear whether the information requested is within either 75 or 100 years.

If it cannot be proven that an individual is deceased, the records will remain closed under the UK Data Protection Act (1998).

### Records of a Living Individual (including you)

Records relating to living individuals are closed for 100 years under the UK Data Protection Act 1998. If you are wanting access to your own records, a [Subject Access Request](#) can be made to the [NHS Grampian Archivist](#). Please note that NHS Grampian Archives do not have access to current medical records. If you are wanting to access these, please contact [NHS Grampian's Information Governance team](#).

If you are wanting to access another person's records, this can only be done with their permission. Please complete a [Third Party Access Request form](#), which

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Special Collections Centre  
Sir Duncan Rice Library  
Bedford Road  
Aberdeen  
AB24 3AA

☎ 01224 274912

✉ [grampian.archives@nhs.net](mailto:grampian.archives@nhs.net)



must also be signed by the person you are enquiring about. If their permission cannot be granted, records will remain closed for 100 years under the Data Protection Act (1998).

### **Access to Records for Research Purposes**

If you are undertaking a study into historic health records, you may be able to access records which are normally closed depending on your area of research. You must fulfill certain conditions, and agree to abide by Data Protection laws, including not publishing information which may allow for the identification of individuals. Please contact the [NHS Grampian Archivist](#), and complete the [Access to Historic Records for Research Purposes](#) form.