

22 April 2026

Policies Governing Access to Medical Records and Monitoring of Access

1. Details of policies and procedures governing the access to medical notes within your organisation

The Belfast Health and Social Care Trust policy for governing access to medical records is the policy for Processing Requests for Access to Patient / Client and Personal Records - dated 07/08/2024

2. A list of roles or job titles authorised to access the medical notes

The job roles listed below are authorised to access medical records for the purpose of processing Subject Access Requests.

- Senior Medico-legal Manager
- Assistant Senior Medico-legal Manager
- Medico-legal Team Leader
- Medico-legal Officer
- Subject Access Co-ordinator
- Information Governance Manager
- Information Governance Administrator
- Senior Health Records Library Manager
- Health Records Library Team Leader
- Health Records Library Supervisor
- Health Records Clerical Officer

In addition, as part of the patient's clinical care, access to medical records is also provided to relevant administrative, clinical, nursing, allied health professionals, and other relevant professional staff, where this is required for their role.

3. Any Audit or monitoring process in place to track who has accessed the medical notes

Belfast Health and Social Care Trust can undertake audit and monitoring activities through system audits, through the Belfast Health and Social Care Trust Case Note Tracking System and Electronic Patient Record Systems.

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4. The timeframe for which such access records are retained

The retention period for retaining Subject Access Requests is 3 years in line with the Belfast Health and Social Care Trust Retention and Disposal Schedule dated 05/08/2021 and the Department of Health, Good Management Good Records (GMGR 2017), guidance for HSS&PS issued January 2021.

For your information, please see link below to GMGR Retention and Disposal Schedule.

[GMGR - Disposal Schedule | Department of Health](#)