

# Archiving medical records

✓ Keeping of medical records ensures the continuity and the quality of the medical follow-up along the period of professional activities  
**blocked URL** After the ending of the activities (when the worker has left the company), it ensures the traceability of the medical surveillance which has been performed during the work life within the Company  
**blocked URL** In addition, in the countries where the duration of archiving is determined by specific regulations, medical records are legal documents that must be kept because they can be used as evidence

## Security and confidentiality

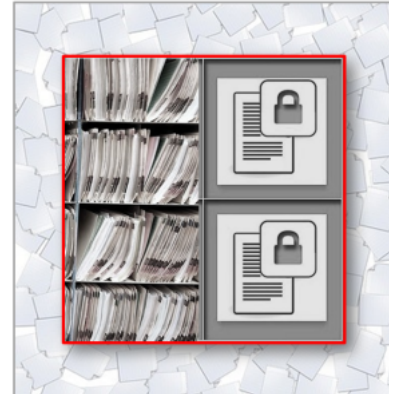
Medical records are sensitive personal data covered by medical secrecy and data privacy regulations

Keeping of medical records requires security measures to prevent from unauthorized access or tampering with the records and to ensure confidentiality

The same rules apply to both paper and electronic records

## Duration of the retention

Duration of keeping is most of the time determined by country specific regulations and depends on the type of occupational risks



## Solvay requirements

The Group requirements related to this topic are specified in chapter 3.4 of the procedure [IND-HSE-OH-08-PRO](#).

- ➔ to keep the medical records for at least 30 years
- ➔ in case the Site cannot offer an appropriate secure room for keeping of medical records, the site can enter into a contract with an accredited storage service provider\*

*\* the provider has to be accredited for record keeping of medical records by*

*the local authorities*



## In practice, what is expected to be done by the Sites ?

### 1. Ensure the secure storage of medical records

- ✓ The site knows the place where medical records are kept in order to allow authorized persons to access if necessary
- ✓ The site ensures the secure storage of medical records to prevent from unauthorized access or tampering with the records and to ensure confidentiality

### 2. Promote the transmission of the communicable medical records each time the worker moves within the company

- ✓ As explained above, ensure the legal process of asking the employee's consent has been applied where it is required by law

- The Medical coordinator of your region
- OH Gate
- OH homepage