

Unit	NOC – National Optometry Centre					
NC-01	Patient files					
Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
Electronic Patient Record (Acuitas) (Adults)	First visit	Lifetime of patient + 8 years after death	Destroy	Alignment with <b>HSE National Records Retention Policy</b> re Clinical Records, effective from 07/08/2024	Confidential	NOC Clinic Manager
Electronic Patient Record (Acuitas) (Children)	First visit	Lifetime of patient + 8 years after death	Destroy	Alignment with <b>HSE National Records Retention Policy</b> re Clinical Records, effective from 07/08/2024	Confidential	NOC Clinic Manager
Diagnostic images (Adults)	First visit	Lifetime of patient + 8 years after death	Destroy	Alignment with <b>HSE National Records Retention Policy</b> re Clinical Records, effective from 07/08/2024	Confidential	NOC Clinic Manager
Diagnostic images (Children)	First visit	Lifetime of patient + 8 years after death	Destroy	Alignment with <b>HSE National Records Retention Policy</b> re Clinical Records, effective from 07/08/2024	Confidential	NOC Clinic Manager
Visual Fields (Adults)	First visit	Lifetime of patient + 8 years after death	Destroy	Alignment with <b>HSE National Records Retention Policy</b> re Clinical Records, effective from 07/08/2024	Confidential	NOC Clinic Manager
Visual Fields (Children)	First visit	Lifetime of patient + 8 years after death	Destroy	Alignment with <b>HSE National Records Retention Policy</b> re Clinical Records, effective from 07/08/2024	Confidential	NOC Clinic Manager
Optical Dispensing (Adults). Frame and lens details	First visit	Lifetime of patient + 8 years after death	Destroy	Alignment with <b>HSE National Records Retention Policy</b> re Clinical Records, effective from 07/08/2024	Confidential	NOC Clinic Manager

Optical Dispensing (Children). Frame and lens details	First visit	Lifetime of patient + 8 years after death	Destroy	Alignment with <b>HSE National Records Retention Policy</b> re Clinical Records, effective from 07/08/2024	Confidential	NOC Clinic Manager
<b>NC-02</b>	<b>Finance Data</b>					
<b>Records</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Action</b>	<b>Rationale</b>	<b>Data Classification</b>	<b>Data Steward/Data Manager</b>
Forms for ordering optical devices	Order placed	Retain until collection of order	Destroy	Operational requirement	Confidential	NOC Clinic Manager
Community Ophthalmic / Treatment Benefit Schemes claims/payments	Claim made	6 yrs	Destroy	Operational/legislative requirement in alignment with <b>HSE National Records Retention Policy</b> re Financial Records, effective from 7/8/2024	Confidential	NOC Clinic Manager
Credit/debit card slips/copies of bank cheques	Payment	6 yrs	Destroy	Operational and audit requirement	Confidential	NOC Clinic Manager

Record	The record type	*Data Classification	Description
<b>Trigger</b>	Event that prompts the start of retention period	Public Data	May be viewed by all members of TU Dublin and the public. Data should be classified as Public when the disclosure, alteration or destruction of that data would result in little or no risk to the University and its affiliates. Such data is often made available to the public via the TU Dublin website. This data will not cause harm to any individual, group, or to the University if made public.
<b>Retention Period</b>	Period for which the records should be retained	Internal Data	Information that can be used and shared within TU Dublin but would not be appropriate to be known to people outside the University. This data could be released to the public under Freedom of Information legislation
<b>Action</b>	The action to be taken when the non-current period has expired	Confidential Data	Accessible only to relevant members of staff of TU Dublin or designated third parties who require it to perform their duties.

<b>Rationale</b>	The basis on which the Action is recommended		
<b>Data Classification</b>	The security classification category assigned to the records (see across) *		
<b>Data Steward/Data Manager</b>	The title of the officeholder primarily responsible for the records and for ensuring implementation of the RRS in respect of those records. The job title should be entered rather than individual name, preferable as personnel may change over time.		

Date Approved by Head of Function	07/08/2025
Date Reviewed by Information Governance Office	27/08/2025
Date of Last Review	07/08/2025