



Ref: FOIA Reference 2024/25-077

Royal Stoke University Hospital
Data, Security and Protection
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 6th March 2025

Email foi@uhnm.nhs.uk

Dear Sir/ Madam

I am writing to acknowledge receipt of your email dated 30th April 2024 requesting information under the Freedom of Information Act (2000) regarding Recording of Microsoft Teams meetings.

Q1 How long do your departments keep the recordings after the meeting minutes have been agreed?

A1 When a meeting is started by an individual, the file is saved in their recordings folder in OneDrive. This will remain there until deleted. If the individual leaves, the backup is kept for 7 years. If the meeting is started from a Microsoft Teams Team, then it is kept for the life of the team itself. Once removed it is held for 10 years.

Q2 Do you teams use the recording as a record of minutes rather than writing these up?

A2 There is no policy to govern this particular use. It is dependent on the meeting governance itself.

Q3 If you are using the recording as the meeting minutes, how long are these kept for and are these held on teams or are they downloaded onto a shared file?

A3 Please refer to answer 1.

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

Where the Trust owns the copyright in information provided, you may re-use the information in line with the conditions set out in the Open Government Licence v3 which is available at <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>. Where information was created by third parties, you should contact them directly for permission to re-use the information.

An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

Yours,



Leah Carlisle
Head of Data, Security & Protection and Health Records
Data Protection Officer