

Witness name: Alexandra Whitfield

Statement No: WITN4674001

Exhibits: WITN4674002 - 006

Dated:

INFECTED BLOOD ENQUIRY

*28 September
2020*

FIRST WRITTEN STATEMENT OF ALEXANDRA WHITFIELD

I, Alexandra Whitfield, will say as follows:

1. I am employed by Hampshire Hospitals NHS Foundation Trust (the "Trust") as Chief Executive Officer and have held this position since 3 April 2017.
2. I make this statement to the Infected Blood Inquiry in response to their request for such statement dated 27 August 2019 (the "Letter"), responding to each request within the Letter sequentially.
3. A complete account of the Trust's archiving system has been requested and this is explained in paragraph 5 of this statement.
4. The Trust's Information Asset Register (**Exhibit WITN4674002**, appended hereto and dated 24 September 2019) lists all of the Trust's information assets, stored in physical and digital form, and identifies the information asset owner and administrator. There is not a central record of the number of documents stored per asset and would require a manual count of each asset.
5. No Trust documents or information are stored with the National Archives. All documents are stored with Restore Records Management whose details are provided in paragraph 6 of this statement. The Trust has a policy that medical notes from its sites at Royal Hampshire County Hospital and Andover War Memorial Hospital are archived after four years of the last attendance by the patient and in the case of Basingstoke and North Hampshire Hospital, the medical notes after two years of the last attendance by the patient. The difference between the sites is due to the availability of storage space. Where patients are deceased, their medical notes are archived and destroyed after a retention period of 8 years. Paediatric notes are stored for 25 years before destruction. All notes sent to Restore Records

Management are given a unique barcode and are then transferred into boxes which also have a barcode. A courier from Records Restore Management collects the boxes from our hospital sites, which we request via an electronic portal upon which a record is kept of all notes sent off site.

The Inventory of Medical Records filed with Restore Records Management (**Exhibit WITN4674003**, appended hereto and dated 24 September 2019) lists the stored records.

6. The following organisations process or store information on behalf of the Trust:

In or around 1997 to 1998, the Trust used the firm Hugh Symmons to transfer microfilm records onto CD. This firm is based at Alder Hills Industrial Estate, 16 Alder Hills, Poole BH12 4AR.

The Trust currently uses the firm Restore Records Management to archive records off site, which is based at Unit 1 Redhill Distribution Centre, Salbrook Road, Salfords, Redhill, Surrey RH1 5DY.

Prior to using Restore, the Trust used the firm Box It for storage of archived records, which is based at Winnall Down, Fair Love, Winchester, Hampshire SO21 1HF.

7. In response to the Inquiry's Rule 9(2) request to the Trust dated 15 August 2018, a number of searches were conducted. This was following the Trust contacting the Inquiry Team in May 2018 to advise that the Trust was in possession of archived notes that had belonged to the Lord Mayor Treloar School and had been passed to the Trust's haemophilia centre. All such notes were stored separately in boxes and stored by patient name. Members of the Inquiry Team came to the Trust's site at Basingstoke and North Hampshire Hospital on 12 December 2018 to review the files in these boxes. Following this search by the Inquiry Team, a number of files were requested to be handed over under a s21 notice on 13th February 2019, which the Trust complied with and handed over possession of the files on 21 February 2019.

A search of the website archive for 'Board papers', 'Haemophilia' and 'blood inquiry' did not achieve any results.

The Divisional Governance teams added an agenda item to their meeting on 13 November 2018 asking that if anyone had any information relevant to the Inquiry to contact the Inquiry Team.

Staff who were known to have had a connection with the Lord Mayor Treloar School were approached and their contact details shared with the Inquiry Team.

8. The Archiving Blood Transfusion Documentation (**Exhibit WITN4674004**, appended hereto) details the Trust's archiving process for transfusion documentation. The Inventory of Lab Records (**Exhibit WITN4674005**, appended hereto) lists the laboratory records filed with Restore Records Management. The Retention of Clinical Material and Laboratory Records Form (**Exhibit WITN4674006**, appended hereto) details the storage requirements and disposal process for clinical material.

Statement of Truth

I believe that the facts stated in this witness statement are true to the best of my knowledge and belief.

Signed

GRO-C

Dated 28 September 2020

