

Records Management Policy

Version 1: June 2018
Date approved: June 2018
Approved by: Standards, Staffing and Curriculum
Next review: June 2019

Purpose

This policy is intended to ensure the responsibilities for management of information. This will support secure access and effective retention, destruction and preservation processes. All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

Woodlands School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution.

Principles

To ensure compliance with section 46 Code of Practice on Records Management under the Freedom of Information Act 2000, the school must follow certain principles:

1. You must document your work activities in line with procedures. Employees are aware of best practice requirements and any guidance on use of specific systems through training and communications.
2. You must store all work information in the format and medium best suited to its use in line with procedures.
3. You must ensure that the information you manage is only known to an appropriate audience. You must ensure that paper files are accessible to authorised colleagues in your absence, by ensuring others know where to find keys to your lockable storage areas. You must be aware of who information should be shared with, and ensure it is only shared with that audience. You must ensure that you save electronic information in a shared environment, but with appropriate access controls if the information has a restricted audience.
4. All information in any format which we hold as a record of our activity must be retained after 'closure' in line with Retention Guidelines.
5. Owners must regularly review information in line with Retention Guidelines to make best use of the available storage space.
6. We must monitor the success of the review process to maintain compliance with the law. Designated employees must gather performance data on activities within the scope of this policy for review by the Data Protection Officer and the Leadership Team.
7. You must manage Pupil records in line with best practice and specific system guidance.
8. You must follow Good Practice for Managing E-Mail when storing emails as records.
9. We must ensure that the facilities available for storing and managing information meet legal requirements and best practice. The organisation must approve and regularly review facilities such as, systems and physical storage as appropriate against security requirements in Data Protection Law, and all employees must help maintain security standards by following procedure.
10. We must maintain a selection procedure for identifying, reviewing and managing records with historical value. Records can be identified for preservation at any point in the records lifecycle, but will not transfer until we have no ongoing administrative need (i.e. at the end of a retention period). When information is due to be destroyed, there should be a final review to select records for transfer to the Essex Record Office.
11. You must not store business information on a personal drive or on equipment not provided by the Organisation.
12. All Information Assets identified on the Register must be associated with a retention period from the Retention Guidelines. The Information Asset Owner is responsible for ensuring that Information Asset Managers amend entries on the Information Asset Register to show the correct retention period from the schedule.

13. The Retention Guidelines must be reviewed for changes in legislation and the Organisation's business needs. A policy review (at least annually) must review the provisions of best practice retention guidance and make any necessary amendments, documenting the reasons for change and managing affected records accordingly.
14. When archiving paper records, information on ownership, retention and indexing quality must be recorded. We must complete and retain archiving indexes providing the relevant information about paper records in storage, ensuring that the Organisation is aware of what information it holds at all times and when they can be reviewed.
15. You must not use the archive storage services of any other commercial company than the approved supplier. Any use of a commercial storage provider must be assessed and approved to ensure the right security and financial provisions are in place. Use of alternatives that have not been approved may not provide value for money and may not provide secure services.

Complaints

Complaints about the above policy should be made to the I.E.B/Chairperson of the Governing Body who will decide whether it is appropriate for the complaint to be dealt with in accordance with the school's complaint procedure.


Complaints which are not appropriate to be dealt with through the school's complaint procedure can be dealt with by the Information Commissioner. Contact details of both will be provided with the disclosure information.

Breach Statement


Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches of Policy may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you.

Contacts

If you have any queries or concerns regarding these policies/procedures then please contact Mr S Cox, Headteacher.

Signed: 
Head Teacher

Dated: 11th June 2018

Signed: 
Chair of Governors

Dated: 11th June 2018

Updated June 2018

