

TITLE: Records Management Policy	REF:GOV004	VERSION:1
APPROVAL BODY:CEO	DATE: 1 April 2018	REVIEW DATE: 30 March 2019
LEAD PERSON: Data Protection Officer/Clerk		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. March 2018	Clerk/DPO/CEO	New Policy

## RECORDS MANAGEMENT POLICY

### Policy Statement

Activate Learning Education Trust 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 Trust. Records provide evidence for protecting the legal rights and interests of the Trust, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

### Scope

This policy applies to all records created, received or maintained by staff of the Trust in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Trust's records will be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the individual academies County Archive's Service.

### Responsibilities

The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Data Protection Officer.

The person responsible for records management in the academy will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the academy's records management guidelines.

## **References**

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- IRMS Toolkit for Schools
- ICO guidance