



Record Management Guidance

Title	Record Management Guidance
Date of update	02/08/2024
Date of approval	02/08/2024
Approved by	innov8 Workshops CIO Trustees
Date of next review	August 2025

Table of contents

1. Introduction
2. The purpose of this policy
3. Roles and responsibilities
4. Record retention
5. Record disposal

1. Introduction

1.1 innov8 Workshops holds a large amount of information relating to specific subjects and individuals, as well as records of decisions made by innov8 Workshops and the rationale behind these decisions. This guidance only applies to the records that are listed on the record retention schedules. A 'record' is defined as any piece of information (listed on a record retention schedule) which is created, collected, processed, used, stored and/or disposed of by employees, and agents acting on behalf of innov8 Workshops.

1.2 It is important that employees recognise that the records we hold are an important asset, and are a key resource to effective operation, policy making and accountability. This guidance should also help to ensure that the innov8 Workshops archived records and documents are of use in the future.

1.3 This guidance provides a record management framework for employees to use when considering what records innov8 Workshops should destroy or retain, and the method for retaining or destroying.

1.4 Any decision on retention or destruction of records should be made in accordance with this guidance to comply with the Data Protection Act 2018 and Freedom of Information Act 2000. If you are in doubt about the retention or destruction of a specific record, seek guidance from the Data Protection Officer, Daniela Symons.



2. The purpose of this policy

The purpose of this policy is to ensure our records are created, maintained and disposed of in a consistent and efficient manner. All records should be accessible to those who need them and protected from unauthorised access, use or destruction. It also ensures that innov8 Workshops is compliant with applicable laws and regulations relating to data management.

3. Roles and responsibilities

3.1 It is the responsibility of all employees to ensure that the data they hold is kept accurate and up-to-date and is not held for any longer than is necessary for the purpose for which it was collected.

3.2 All mentors, and managers are responsible for the implementation and monitoring of the record management guidance.

3.3 The Data Protection Officer (Daniela Symons) has a responsibility to monitor record management across innov8 Workshops to ensure that:

- Records are retained to meet the innov8 Workshops business needs and any legal or statutory requirement.
- Appropriate disposal of records that are no longer required is ensure.
- All employees and agents of innov8 workshops comply with government directives.

4. Record retention

4.1 In certain circumstances it is necessary to retain records to fulfil statutory or regulatory requirements and to meet operational needs. Retention of specific records may also be useful to evidence events or agreements in the case of disputes, and to preserve information which has historic value. Innov8 Workshops will retain specific records for up to 7 years, specifically student information including referral forms; attendance; session summary sheets and Trustee board information.

4.2 A record retention schedule is an essential component of an efficient and effective records management function. The record retention schedule ensures innov8 Workshops records are kept for as long as they are needed to meet business needs and to comply with legal requirements and are then disposed of securely.

4.3 The Data Protection Officer holds and maintains a central record retention schedule for innov8 Workshops.



4.4 Retention schedules should be reviewed annually to consider the need for any new information management technology, for example, new IT, devices or storage capacity to allow the appropriate storage and destruction of documents.

4.5 The record retention schedule provides details of the storage of innov8 Workshops records. All employees must ensure that electronic and physical records are kept in a secure storage area and referenced appropriately to ensure they are kept for the required retention period and not accidentally deleted or destroyed. This will allow for easy retrieval to meet business requirements or Freedom of Information requests.

4.6 There are various legal requirements and professional guidelines about keeping certain kinds of records – such as information needed for public or private funding, income tax and audit purposes, or information on aspects of health and safety. If innov8 Workshops keep personal data to comply with a requirement like this, it will not be considered to have kept the information for longer than necessary.

4.7 The following headings should be used for document retention schedules:

Heading	Example
Record description	Board minutes
Storage	Electronic/Paper
Retention period	7 years
Start	Date of meeting or decision
Retention Rational	Legal requirement to hold for 7 years

5. Record disposal

5.1 When records are no longer required for business or statutory purposes, innov8 Workshops must consider appropriate disposal based on the format of the record and whether the record contains confidential or restricted information.

5.2 The table below should be used as a guide to select an appropriate method for disposing of a record:

Media Type	Suggested method of destruction
Paper records	<ul style="list-style-type: none"> Recycled unless considered confidential. Shredded if the record contains confidential information.
Electronic storage – cloud Electronic storage – hard drives, USB	<ul style="list-style-type: none"> Deleted from live storage and deleted from backups.



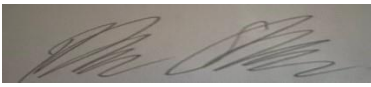
	<ul style="list-style-type: none">• Environmentally friendly disposal or for secure destruction if electronic storage contains confidential records.
--	--

5.3 It is good practice for a record of destruction to be recorded on the retention schedule.

5.4 Premature destruction of documents could result in inability to defend claims against innov8 Workshops, operational difficulties, and failure to comply with the Freedom of Information Act 2000 and the Data Protection Act 2018.

5.5 Delayed destruction of documents could result in sanctions against innov8 Workshops if these documents are subsequently breached.

5.6 Advice should be sought from the Data Protection Officer if in doubt regarding the appropriate time to destroy or dispose of a record.

Signed 

Date: 02/08/2024

Review date: 02/08/2024

Phil Shelley

Chair of Trustees

innov8 Workshops CIO