



Information and Records Management Policy

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Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
1.0	Document Creation	November 2022	Replacing previous Information and Records Management Policy
1.1	Revision	March 2025	Periodic review and put in new policy and procedure template

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every 3 years.

Information and Records Management Policy

Purpose of the Policy

The purpose of the policy is to ensure that our records and information (including personal information) in whatever form, are accurate, reliable, ordered, secure, useful, up to date and accessible.

Effective records management will help ensure that we have the right information at the right time to make the right decisions. It will provide evidence of what we do and why, therefore protecting the interests of Bradford College together with the individuals for whom we process personal data. Our records are an important corporate asset.

The College will use data to:

- Help us carry out our business
- Help us to make informed decisions
- Protect the rights of individuals (Data Subjects)
- Track policy changes and development
- Make sure that we work effectively
- Meet our lawful obligations under relevant legislation
- Provide an audit trail to meet business, regulatory and legal requirements
- Support continuity and consistency in management and effective administration to help us meet our strategic aims and objectives
- Provide evidence of our transactions and activities
- Make sure we are open, transparent and responsive
- Support research and development
- Promote our achievements

Scope

This policy applies to the management of all documents and records, in all technical, digital or physical formats or media, created or received by Bradford College, which includes research activities and complying with regulatory requirements.

This policy applies to all records created, received or maintained by staff in the course of carrying out their duties, or by researchers engaged on internally or externally funded projects. It also applies to any third parties who are given access to our documents and records and information processing facilities, e.g., governors, contractors, sub-contractors, freelancers, consultants, volunteers, students and apprentices and they should be made aware of their responsibilities under this policy. The records which we create, receive and maintain are likely to be in many different formats including emails, electronic documents, texts/SMS messages, social media and paper documents and may be stored in a variety of formats such as paper and electronic filing systems or computerised and/or cloud-based systems.

Aims of Records Management

1. The record is available.
2. The record is accessible.
3. The record is clear, concise and easy to interpret.
4. The record is accurate and up to date.
5. The record is maintained as long as is necessary.
6. The record is secure.

Linked policies

- Data Protection (GDPR) Policy
- IT Security Policy
- Clear Desk Policy
- CCTV Surveillance and Monitoring Policy
- Freedom of Information Policy
- Risk Management Policy
- IT Security Policy
- Timetabling Policy
- FE Admissions Policy
- HE Admissions Policy
- Financial Regulations
- Recruitment and Selection Policy

Linked procedures

- Information and Records Management Procedures