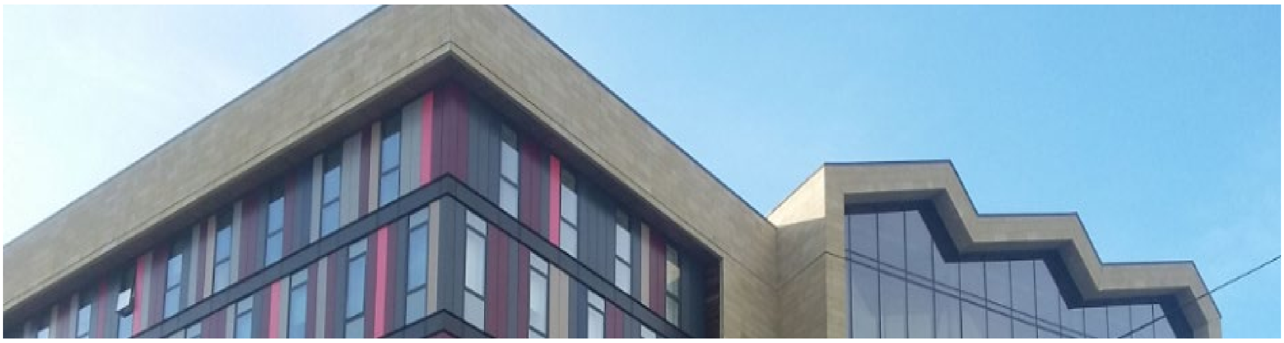
Bradford College



Information & Records Management Policy

Document title:	**Data Management Policy**
Audience:	**All staff**
Version:	**1**
Approved by:	**SLT**
Date approved:	**16th October 2022**
Date of next review:	**1st August 2024**
Document Owner	**Vice Principal Data & Funding**

Revision history

Version	**Type (eg replacement, revision etc)**	**Date**	**History (reason for changes)**
1	Document Creation	1st November 2022	Replacing previous Information and Records Management Policy

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every 2 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; and
- 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 and 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 for instance, 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 and concise/easy to interpret.
4. The record is accurate and up to date.
5. The record in maintained as long as necessary.
6. The record is secure.

Responsibilities

The **Vice Principal Data & Funding** is responsible for:

- Ensuring that Policies and Procedures are embedded within respective business areas and that local procedures, work processes and guidance are in place to enable compliance with statutory and contractual obligations. They may seek assistance as necessary from the Data Protection Officer, Head of IT and Learning Resources, Safeguarding Lead or any other relevant internal or external subject matter experts.

The **Data Protection Officer** is responsible for:

- monitoring compliance with data protection legislation and the Information Governance Framework for the protection of Personal Data, including the provision of staff guidance and training and ongoing compliance audits; providing advice in relation to data protection impact assessments; and cooperating with the Information Commissioners Office, and acting as its contact point in relation to data breaches.

The **Heads of Department** are responsible for:

- for implementing and monitoring effective records management strategies within their respective teams ensuring effective information and records management together with data protection requirements are embedded and monitored.

All Staff are responsible for:

- being aware of their responsibilities under this Policy. Anyone who receives, creates, maintains or has access to our documents and records are responsible for ensuring that they act in accordance with our policies and procedures, ensuring that they create accurate factual records that document the actions and decisions for which they are responsible. This includes storing records appropriately and securely, in particular making sure electronic records are stored on departmental shared drives or restricted drives where necessary or other approved system to ensure records and documents are fully supported and backed up. It also includes keeping accurate, up to date records, identifying records which are no longer required or out of date and either updating them or disposing of them according defined retention guidelines. 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.

Linked policies

Data Protection (GDPR) Policy

Acceptable use of IT Policy

Timetabling Policy

Clear Desk Policy

CCTV Surveillance and Monitoring Policy

Freedom of Information Policy

Risk Management Policy

IT Security Policy

IT Security Updates Policy

Remote Access Policy

Staff Mobile and BYOD Policy

Linked procedures

Timetabling Procedures

CCTV Surveillance and Monitoring Procedure

Retention of Financial Documents and Records Procedure

Remote Access Procedure

Maintaining and accurate Enrolment Record Procedures