



Group Policy: Information & Records Management Policy

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Approval Body	Group Audit & Risk Committee
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This policy is available, on request, in different languages and in other formats such as large print, audio format and braille as required.

1. Scope

- 1.1 This is a Group policy and therefore applies to Staff, Board and Committee members of The RCH Group of companies. As at September 2019, The RCH Group consists of River Clyde Homes (RCH) and its subsidiary, Home Fix Scotland Ltd (HFS).
- 1.2 This policy covers all records held by the RCH Group regardless of format and includes records in that have been transferred to the RCH Group by external organisations, for the duration of the time that they remain in the care of the RCH Group.

2. Introduction

- 2.1 The RCH Group recognises the value of its information and records as a corporate asset and is committed to protecting that asset by good records management.
- 2.2 This policy and supporting procedures provide a framework for ensuring that records are managed and controlled effectively, efficiently and economically, throughout their lifecycle, in a way that is supportive of the organisation's legal obligations and business needs.
- 2.3 This policy should be read in conjunction with all RCH Group, RCH and HFS policies but particularly the supporting *Procedure for the Retention and Disposal of Documents and Records* and the RCH Group Data Protection and Information Security and Acceptable Use of ICT Facilities Policies.

3. Policy Statement and Responsibilities

- 3.1 In the promotion of good records management, and in recognition of our legal responsibilities, the RCH Group will:
 - establish good information and records management procedures and practices that are compatible with the Scottish Ministers' Code of Practice on Records Management;
 - ensure appropriate management of the RCH Group's records so that they can be used as an effective information source;
 - ensure the security, accessibility, authenticity and integrity of all RCH Group records;
 - ensure compliance with all legal and statutory obligations;
 - use appropriate storage systems that aid the speed and efficiency with which information can be retrieved;
 - ensure that records vital to the operation of the RCH Group, along with those deemed to be of permanent value to the RCH Group, are identified and securely stored;
 - maximise the use of RCH Group storage space by minimising the duplication of records, minimising the retention of excessive documentation and minimising the retention of records for longer than necessary.

Responsibilities

- 3.2 The Chief Executive Officer has overall strategic responsibility for records management within the RCH Group.
- 3.3 The Senior Management Team have responsibility for:
- the establishment and operation of this policy and any supporting procedures within their department;
 - ensuring the establishment of business practices for record keeping within their department and monitoring compliance with these; and
 - ensuring that staff members are aware of their responsibilities and have completed any required training.
- 3.4 All members of staff have responsibility for:
- familiarising themselves with this policy and supporting procedures; and
 - managing documents and records in accordance with this policy, supporting procedures and any relevant business rules.

4. Equality Impact Assessment

- 4.1 An EIA has been undertaken. No negative impact on equality was identified.

5. Review

- 5.1 This policy will be reviewed in its entirety every 3 years, unless an earlier review is required due to changes in legal, regulatory or best practice requirements, or because monitoring and reporting reveals that a change in policy is required sooner.