

Springboard Opportunity Group

Retention, Storage and Security of Documents and Records



Background

This document should be read in conjunction with Appendix 1 and Springboard's Data Protection policy.

Security

Access to our properties is closely monitored, confidential material is not left on view and is locked in fire proof cabinets overnight, weekends and holidays.

Each PC / laptop is password protected, allowing access to individual's documents and shared Springboard documents.

- Documents with sensitive information are further password protected.

In the event of any breach of password security, the affected passwords will be changed.

Confidential documents are not worked on where they may be seen by a person not entitled to see them.

A GDPR compliant remote back up is undertaken 4 times/week by Springboard's IT consultants. An additional occasional manual backup is saved to a hard drive stored securely onsite

Staff who take confidential or personal information about children, staff or volunteers off the premises – in hard copy or on an electronic device – are responsible for its safe and secure keeping and return.

When confidential files and information are removed from the building, they are signed in and out and witnessed.

Ofsted Guidelines

We are required to:

- Maintain records to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Records must be easily accessible and available.
- Hold confidential information and records about staff and children securely and ensure they are only accessible and available to those who have a right or professional need to see them.
- Be aware of statutory responsibilities (as specified in our Data Protection Policy)
- Ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

- Retain records relating to individual children for a reasonable period of time after they have left the provision (following Springboard’s Timescales for retention of documents and records – Appendix 1 of this policy)

DBS Disclosures

We comply fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant’s full consent has been given.

Time scales for retaining information

Documents and records are retained and destroyed according to Springboard’s ‘Timescales for retention of documents and records’, Appendix 1. Which may be updated as required without necessitating Trustee approval, to improve practice.

This policy was adopted at a meeting of Springboard Opportunity Group’s Board of Trustees	
Held on: 27.11.18	Date to be reviewed: November 2021
Signed on behalf of the Board of Trustees:	
Name of signatory:	Louise Petersen
Role of signatory:	Chair of Trustees