

# **FORTH HOUSING ASSOCIATION LIMITED**

## **RECORDS MANAGEMENT POLICY**

Code: GOV30

Approved: October 2019

Next review: By October 2022

Cross reference: GOV 03 Data Protection policy  
GOV25 Information Security policy  
GOV27 Response Procedures for data subject requests  
GOV29 Access to Information Policy



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# ***FORTH HOUSING ASSOCIATION LIMITED***

## ***RECORD MANAGEMENT POLICY***

### **1 Policy Statement**

- 1.1 The Association creates, handles and uses records of information to support its functions and operations as a registered social landlord in Scotland. These records contain information that is an invaluable resource and a significant operational asset to support such functions and operations. The Association will adopt a systematic approach to records management. This is necessary to protect and preserve records to support the Association's functions and operations and provide evidence of events, activities and transactions.
- 1.2 Detailed guidance on the appropriate records management approach is detailed in the Association's Records Management Procedure.
- 1.3 Managing records appropriately reduces the costs and risks associated with retaining unnecessary information and is core to complying with legal and regulatory requirements, including:
  - 1.3.1 General Data Protection Regulation;
  - 1.3.2 Data Protection Act 2018;
  - 1.3.3 Freedom of Information (Scotland) Act 2002;
  - 1.3.4 Environmental Information (Scotland) Regulations 2004; and
  - 1.3.5 Human Rights Act 1998.
- 1.4 The Association will also comply with the Scottish Ministers' Code of Practice on Records Management issued under Section 61 of the Freedom of Information (Scotland) Act 2002. The Code recommends that the Association have a records management policy and organisational arrangements in place that support records management.
- 1.5 This policy is an organisational commitment to effective records management at the Association.

- 1.6 The Association takes compliance with this policy very seriously. Failure to comply puts both staff and the Association at risk.
- 1.7 Due to the importance of this policy, failure to comply with any requirement of it may lead to disciplinary action for a member of staff, and this action may result in dismissal for gross misconduct.
- 1.8 Any questions or concerns about this policy should be directed to the Data Protection Officer (DPO).

## **2 Review and updates to this policy**

The Association will review and update this policy in accordance with its legal obligations and may amend, update or supplement it from time to time and at least every 3 years or earlier, if required by changes in legislation or technology underlying its document management systems.