

INFORMATION AND RECORDS MANAGEMENT POLICY

File Directory	Corporate services\Admin & ICT\SA Policies\SA Information and Records Management Policy March 2014.docx
File Name	SA Information and Records Management Policy
Issue Date	March 2014
Planned Review Date	March 2015

DOCUMENT CONTROL SHEET

This document replaces in its entirety Corporate Policy Records Management 2010

Issue / Amendment / Review	Date	Pages Amended	Author
			Approved By
Issue	March 2014		V Mackie
			Finance and Resources Committee

Ref	Detail	Page Number
	TABLE OF CONTENTS	
1	Policy Statement	1
2	Scope	1
3	Objectives	1
4	Governance	3
5	Related Procedures and Guidance	3

1. POLICY STATEMENT

1.1. Sport Aberdeen recognises that it is essential that we operate an effective Information and Records Management System in order to ensure:

- Compliance with legislation;
- Delivery of best value service to our customers and employees;
- Greater business efficiency.

1.2. This policy and associated guidelines define the procedures and controls governing the creation, indexing, storage, publication, use, retrieval, revision, retention and disposal of information, whatever its format.

2. SCOPE

This policy applies to:

2.1. All information and records created, received by, processed and held by SA irrespective of format. This includes

- audio/video information;
- paper records;
- electronic records; and
- photographs.

2.2. All Sport Aberdeen employees, contractors, agency staff, volunteers and Board members.

2.3. All electronic and manual Systems and Procedures used to manage Information and Records.

3. OBJECTIVES

3.1. To ensure that accurate Information and Records:

- Are created for a specific purpose, organised and maintained up to date;
- Are available to those authorised to access them, at a time, in a location and in the format they are needed;
- Are held and managed securely according to business and legislative requirements;
- Are managed in a consistent manner across the Company with regard to creation, indexing, storage, publication, processing, retrieval, reviewing, retention and secure disposal;

- Are available to facilitate audit processes;
- Are available and created/maintained in appropriate detail and format to evidence basis for decisions and actions of the Company; and
- Essential for the operation of the Company's business in the event of emergencies/unplanned events are identified and managed in line with Contingency plans and the Risk Register.

3.2. To ensure that effective Information governance is in place to ensure correct and efficient information management.

3.3. To ensure that the application of Information and Records management procedures are monitored and reviewed and improvements actioned as appropriate. To ensure that those with responsibility for creating and managing information are identified.

3.4. To provide appropriate training and guidance procedures in relation to Information Management.

4. GOVERNANCE AND RESPONSIBILITIES

4.1. The implementation and maintenance of Information and Records Management procedures across their service areas is the responsibility of the Senior Management Team, specifically the following:

- Operations Director;
- Business Development Director;
- Finance and Resources Manager; and
- HR and Organisational Development Manager.

4.2. Providing support and guidance to the Senior Management Team for the implementation and maintenance Information and Records Management procedures across their service areas is the responsibility of the Business Support Manager.

4.3. All managers are responsible for providing Information and Records Management procedures training to employees, contractors, agency staff and volunteers within their area of responsibility.

4.4. All employees, contractors, agency staff, volunteers and Board members have responsibility for ensuring that they adhere to all operating procedures and guidance manuals provided with regard to Information and Records Management.

5. RELATED PROCEDURES AND GUIDANCE

5.1. This Information and Records Management Policy is supported by related procedures and guidance manuals including:

- Sport Aberdeen Records Management Procedures;
- Sport Aberdeen Centre Specific and Departmental Operating Procedures;
- Aberdeen City Council ICT Acceptable Use Policy (adopted by Sport Aberdeen);

5.2. In addition there are a variety of Sport Aberdeen Policies and Procedures including Financial, HR, Health and Safety and Child Protection which include Record and Information management guidelines.

5.3. The above procedures contain guidance on:

5.3.1. Operation of Information and Record management systems including:

- Electronic;
- Paper.

5.3.2. Information and Record:

- Creation and maintenance;
- Storage;
- Access arrangements;
- Review;
- Retention and disposal;
- Audit/Compliance monitoring; and
- Statutory and Regulatory Guidance.