



Records Management Policy

Date of Current Review	October 2019
Date of Next Review	October 2022
Reviewed By	Management Committee

CORPORATE FIT	
Strategic Plan	✓
Risk Register	✓
Regulatory Standards	✓
Equalities Strategy	✓
Legislation	



EASTHALL PARK HOUSING CO-OPERATIVE RECORDS MANAGEMENT POLICY

1 Policy Statement

- 1.1 The Co-operative 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 Co-operative will adopt a systematic approach to records management. This is necessary to protect and preserve records to support the Co-operative'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 Co-operative'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 Co-operative 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 Co-

operative 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 Co-operative.
- 1.6 The Co-operative takes compliance with this policy very seriously. Failure to comply puts both staff and the Co-operative 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 Co-operative 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.