



Provider records Policy

Policy statement

We keep records and documentation for the purpose of maintaining our charity. These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of our staff including their name, home address and telephone number.
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

We consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and Information Sharing Policy.

Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act 1998

This policy was adopted by Kathleen Thomson (name of provider)

On 1st August 2022 (date)

Date to be reviewed 1st August 2023 (date)

Signed on behalf of the provider

Name of signatory Kathleen Thomson

Role of signatory (e.g. chair, director or owner) Manager/Trustee

Date Reviewed	Changes	Signature
7 th August 2023	N/A	K Thomson
14 th August 2024	N/A	K Thomson
15 th August 2025	N/A	K Thomson