



Providers Records

Policy Statement

We keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to the amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Right Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing Policy.

Procedures

- All records are the responsibility of the Owner who ensure they are kept securely
- All records are kept in an orderly way in files and filing is kept up-to-date.
- Finance records are kept up-to-date for audit purposes.
- Health and safety records are maintained; these include risk assessment, COSHH sheets
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998
- Freedom of Information Act 2000
- GDPR 2016

Created and Reviewed 26 October 2017

Reviewed October 24th 2018

Reviewed 02 September 2019

Reviewed 31st March 2020

Reviewed 23rd August 2021

Reviewed 3rd February 2022

Reviewed 13th June 2022

Reviewed 27th April 2023

Reviewed 2nd January 2024

Reviewed 13th January 2025

Reviewed 8th January 2026