

ENGLISH NATIONAL BALLET SCHOOL

RECORDS MANAGEMENT POLICY AUGUST 2023

Introduction

The School recognises the importance of efficiently managing its records and data to enable it to comply with its legal and regulatory obligations (including the EFSA) to contribute to the effective overall management of the institution.

The School recognises that in order to maintain and improve the management and quality assurance of data, that investment in appropriate School management systems is necessary and is presently reviewing the procurement of the new School records management system for implementation in early 2024.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with other policies

1. Scope of the Policy

- 1.1. This policy applies to all records created, received or maintained by staff of the School in the course of carrying out its functions.
- 1.2. Records are defined as all those documents which facilitate the business carried out by the School and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

2. Responsibilities

- 2.1. The School has a responsibility to maintain its records and record keeping systems in accordance with the regulatory environment it operates within. The person with overall responsibility for this is the Executive Director on behalf of the School's Board of Governors.

- 2.2. The Senior Management Team (SMT) ensure that the record management in the School is monitored on a regular basis with direct reports from staff on any issues that need addressing. This ensures good data management practice throughout the organisation. In practical terms this helps to ensure that data can be retrieved easily, appropriately and in a timely way.
- 2.3. The Executive Director also monitors data protection compliance by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 2.4. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the School's Data Protection Policy and Procedures.

3. Relationship with Existing Policies

This policy has been drawn up within the context of:

- ENBS Data Protection Policy and Procedures
- ENBS Privacy Policy
- ENBS Retention Policy
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the School.