

RECORDS MANAGEMENT POLICY

Approving authority	Executive Management Team
Purpose	This policy has been developed to define policy and procedures for records management and to be read in conjunction with the confidentiality policy.
Responsible Officer	High School Coordinator
Associated documents	• NA

1. RATIONALE

To ensure Ozford's records management supports the continuous improvement principle and provide evidence of compliance with relevant regulatory requirements.

A senior secondary education provider must prepare and maintain records of student assessments and comply with appropriate requests to provide copies of a student's records to the student or a person authorised by the student to receive the records.

A senior secondary education provider must have processes in place that comply with the requirements of the awarding body for the course for the accurate and timely issuing of qualifications and for the retention, archiving and retrieval of sufficient information about student enrolments and results to enable the re-issue of statements and certificates if required.

2. SCOPE

This policy applies to all Ozford College staff.

3. POLICY

General Policy

- 3.1 The management of records at Ozford College is the responsibility of all staff in a varying capacity. The records/ files/documentation are categorised into financials, on line documentation, Ozford College specific documentation and other data to ensure records can be accessed timely.
- 3.2 It is an offence under the Crimes (Document Destruction) Act 2006 for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the Crimes (Document Destruction) Act 2006 are met.

4. PROCEDURES

Financial Records

- 4.1 The financial records are archived at the end of each financial year. The data is placed into archive boxes, clearly labelled and stored for 7 years. At the end of this period the documents are shredded.
- 4.2 The College will maintain up to date records of financial information including fees paid and refunds given.

On-Line Documentation

- 4.3 Any on-line documentation regarding the quality system is updated as required on-line. Printed out-of-date documentation is to be destroyed by relevant staff members as soon as they have been notified of any amendments to documents. Out-of-date documents are to be placed into the locked security recycling bins or shredded in-house.
- 4.4 On-line information is stored in appropriate folders on the computer by the Head of Departments.

Student records

- 4.5 The College maintains up to date records of all student enrolments and participation, both in paper-based and electronic forms as appropriate.

- 4.6 The College's student records including attainment of units of competency and qualifications will be maintained electronically for a period of 30 years.
- 4.7 Student contact and personal information including records of the allegation of child abuse until the allegation is resolved will be recorded on Student Management System and stored in student physical file. Student physical files will be maintained and archived for seven years in a secure, locked facility after which time they will be shredded.
- 4.8 Student enrolment and withdrawal records are archived and destroyed 2 years after students' departure from Ozford.
- 4.9 Students assessments not returned to students are kept and destroyed 4 months after notification of final result.
- 4.10 Records of special provision are kept in student files and destroyed 1 year after student's departure from the school.
- 4.11 Student attendance records are archived electronically at the end of every term and electronic records are destroyed 6 years after end of school year in which the entry was made.
- 4.12 The College will ensure the retention, archiving and timely retrieval of sufficient information on client results to enable the re-issue of a qualification or statement of attainment if required.
- 4.13 Ozford College will comply with external reporting requirements as required.

Information Privacy

Ozford implements the Information Privacy Principles specified in the Information Privacy Act 2000 (Vic).

- 4.16 The collection and use of personal and health information must relate directly to the legitimate purposes of Ozford College.
- 4.17 Individuals must be aware of, or informed of, the purposes for which personal and health information is obtained.
- 4.18 Ozford will take all reasonable measures to ensure that the personal information it receives and holds is up to date.
- 4.19 Ozford will take all reasonable measures to store personal information securely.
- 4.20 Individuals are entitled to have access to their own records, unless prevented by law.
- 4.21 Third party access to personal and health information may only be granted in accordance with the Privacy principles and Ozford policy and procedures.
- 4.22 Ozford will amend records shown to be incorrect.
- 4.23 Ozford College will safeguard the confidentiality of information obtained on its behalf and will ensure that except as required by law, information about a client is not disclosed to a third party without written consent of the client.

Staff competencies

The Directors and the Department Heads are responsible for maintaining up to date records of the verified qualifications and competencies of all staff and persons working on behalf of the College. These documents are kept secured in the finance office.

Other Documentation

All other hard-copy documentation is archived as required by staff and management. All archive boxes are to be clearly labelled and stored for 7 years. At the end of this period the documents are shredded.

Computer Data Back-up Procedure

- 4.24 The IT Manager ensures the back-up on a nightly basis. Contents of the shared drives are backed up to disk.
- 4.25 Back up for network drive that contains student records result and qualification are retained for a period of 30 years.

5 FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.