

Tees Valley Sport Partnership Information Storage Guidance

Protocol Statement:

The purpose of this protocol is to lay out clear procedures for information storage in regards to case records which are dealt with by the Tees Valley Sport Partnership.

The Tees Valley Sport Partnership will ensure that:

- All information held in files, will be kept safely
- All rights and access are identified whilst confidentiality is maintained
- All closed files are retained and stored for the appropriate period of time
- All policies on case files are publicised
- All files contain only relevant information

The paper file is the only record that is kept. All information held electronically must be printed off and placed in the manual record in the appropriate section.

Legislative Framework:

This policy is in line with the statutory framework described in the Data Protection Act 1984, Guidelines 1-8, Revised March 1992 (which sets out the way in which information is gathered, held, recorded and distributed).

- The Data Protection Act principles code of practice 1996.
- The Access to Personal Files Act 1987
- EU Directive on Data Protection 1998

Definition:

For the purpose of this policy, the term, "file" refers to all cases where information has been kept about an individual member. This includes information held on videos and DVD. This information is kept when the Tees Valley Sport Partnership has considered it necessary or appropriate to record information.

For the purpose of this document a case is closed once a disciplinary hearing has ruled on the case.

Policy Principles:

- **Confidentiality and Security:**
The policy of the Tees Valley Sport Partnership is that confidentiality should be maintained at all times. All information should be handled on a need to know basis and should be stored in a secure cabinet in line with relevant data protection laws
- **Sharing of information:**
Information may need to be shared with external agencies in some circumstances, on a strictly need to know basis. Please refer to the "Information Sharing Protocol"
- **Extent and Legality of Information:**
Information recorded on file will be obtained and processed fairly and lawfully, and only be held for lawful purposes. All information recorded on files will be legible, verifiable, relevant and adequate, (sufficient to convey a comprehensive picture at the time of writing) without being excessive.
- **Retention and Storage of Information:**
Information on file will be kept in a secure place, and only accessed by the appropriate staff.

- **Equal Opportunities:**
Case records should identify special needs arising from ethnicity, race, culture, gender, age, religion, language, communication, sensory impairment, disability and sexual orientation. The language used must be anti-discriminatory and demonstrate sensitivity to the needs of all people in the community. Access to records and contribution to records for members with language and communication needs must be facilitated by the provision of interpreting services and all policies pertaining to case records will be available in all the relevant languages.

Content of Records:

In maintaining the quality and content of case recording the relevant Tees Valley Sport staff member will ensure that:

- They give clear, chronological details of referral, investigation, assessment and decisions made in relation to the case.
- All decisions are recorded, including who made decisions, when and for what reasons. Any dissenting opinion must also be recorded.
- When access to a file or document has been given this must be recorded on the case log.
- The appropriate forms for recording information will be used in all cases

Security of Files:

Files, when not in use, will be kept in filing cabinets that can be locked. No file should be left out of the locked cabinets overnight. Files should not normally be taken home, and should never be left in a car, not even in a locked boot. When a member of staff is working on a file, consideration must be given at all times to the security and the confidential nature of the file. If a file is left unattended for a short period of time the file must be closed.

Computer screens and print outs must be located in positions where passers-by and casual visitors cannot read personal data.

Copies of documentation and printouts should be disposed of in such a way that unauthorised disclosures do not occur. This is usually by shredding before disposal.

Staff must **not** store any member personal information on their home computer.