

<b>Document Name</b>	<b>Record Management Policy</b>
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# Record Management Policy

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## 1.0 Document Purpose

To provide a policy statement detailing the company structure for maintaining records including faculty, students, courses, assessments and awards etc. in keeping with best practice, data protection and FOI legislation.

## 2.0 Record Management Process

- 2.1 Only controlled documents will be referenced for use in training. Documents will be filed in printed or electronic form and locked down in the Document Depository. Access to the documents in the Depository will be restricted to the Document Controller, and the managing director.
- 2.2 Filed documents shall be checked for currency before use. The version, title, location and distribution identified and recorded by the Document Owner.
- 2.3 Where a controlled document is in printed form, it shall be reviewed and authorised before use, identified by the dated signature of the management representative on the front cover.
- 2.4 Where a document has been superseded or updated, all controlled copies shall be replaced and/or updated and superseded versions destroyed or deleted. If a superseded document is to be kept for any reason, it shall be marked prominently as "SUPERSEDED" and filed/stored separately to the current version.
- 2.5 Changes to documents shall be acknowledged by the custodian of the document via email to the Document Owner. Upon receipt of the document the Document Owner will

make the entries onto the Document Register of the new/revised document and its location.

2.6 All policies and procedures are stored on the secure Hibernian Healthcare OneDrive system (cloud-based storage). Access is restricted to authorised persons.

2.7 Course documentation is completed electronically and stored securely, linked to the given course on our course record database.

### **3.0 All records will be**

3.1 Securely retained in a permanent, retrievable form for at least three years (whether electronic or printed)

3.2 Backed up regularly when electronic

3.3 Legible and directly traceable to the items verified

3.4 Available to PHECC for review.

### **4.0 Methodology**

Hibernian Healthcare will undertake to correctly utilise PHECC spreadsheets for recording purposes for all responder courses. We will also undertake to correctly manage and safely control responder examination materials issued to the institute by PHECC.

**This will ensure that we meet all administrative requirements for PHECC examinations.**

4.1 Ensure the current MCQ exam is being used as appropriate.

4.2 Secure the examination material to ensure that no unauthorised persons have access to it

4.3 All hard copies issued to students are controlled after the examination

### **5.0 Confidentiality**

All student and tutor records will be maintained in a confidential manner. Hibernian healthcare undertakes to only retain personal information for as long as it is deemed necessary and relevant to their education/employment. Personal information will not be forwarded onto to any third party without the expressed consent of the student/tutor that it relates to.

Due regard is given to current GDPR regulations relating to information retained only for specific purposes. GDPR policies and procedures will underpin practice.