



A world in which Autism is celebrated.

Registered Charity No. 1152188

Administration

50. Provider 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 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 Rights Act.

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

Procedures

- Records are the responsibility of the officers of the management committee who ensure they are kept securely.
- Records are kept in an orderly way in files and filing is kept up-to-date.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained. These include risk assessments, details of checks or inspections and guidance etc.
- 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 2018 (GDPR) & the Data (use and Access) Act 2025
- Human Rights Act 1998

This policy was adopted on 20th April 2015
Policy updated 18th June 2026
Date to be reviewed April 2027
Signed on behalf of the management committee
Name of Signatory: Susan Carr
Role of Signatory: CEO

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	26/08/2025
Sue Carr	18/06/2026