

POLICY

Record Holding Policy & Information Management

Main Author	Reviewer	Reviewer	Approver
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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	22/07/2020	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

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Introduction

Gradewell aims to maintain an archive room where all Records are kept safe with only authorised access allowed following the Data Protection Act 2018. The company's record keeping policy is a set of rules to control document and information lifecycle in an organization. This covers from the moment It is created or received, until it is stored for historical reference or destroyed. Gradewell generates several different documents throughout its activities on a day to day basis.

Information Management

The Company uses two systems to ensure that all information / records are kept in a safe and secure environment. We use Syrinx by point of rental as our main system, alongside our remotely managed internal data server. Syrinx maintains all aspects of our operations and customer relationship management. Our data server is used to store, control and maintain all of our documents, records and data. The server automatically performs a nightly backup to a second redundant cloud server.

Examples of Records beings Kept (Not All)

- Invoices
- Contracts
- Minutes
- Inspection Sheets (all variations)
- Defect Sheets (all Variations)
- Maintenance (All Variations)
- Service Sheets
- Employee Folders
- Training
- Accidents
- Insurance
- Financial Information

Records To Meet FORS

Records will be available for inspection or audit and retained in a legible condition for the required time period. Gradewell aims to archive records once the time period is finished, as a precaution, of which any confidential information is protected following the Data Protection Policy Gradewell has in place.

Records retainment period

Record	Time Scale
Vehicle Nil Defects Records	14 Weeks
Driver Hours	12 Months
Statutory annual Vehicle Tests (After their expiry date)	15 Months
Vehicle Safety Inspections, Defects and Maintenance	15 Months
Working Time	24 Months

Thomas Barrett – Director

