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www.onewest.co.uk



**Important regarding Records Management -
please pass to your Business Manager, HR
Manager & Data Protection Officer**

Effective Records Management # 1 *Recognising Confidential Waste*



Records which are confidential have to be disposed of securely.

Scratching your head on what is & what isn't confidential & maybe even **swamped** with records of different kinds?

Effective Records Management isn't easy & with requirements relating to GDPR, Cyber Security & appropriate Retention Scheduling the need for it is here to stay.

Getting it right pays not just in reduction of risk but also in business efficiency & space availability.

We have a specialist **Records Management Service** which is here to help.

<https://onewest.co.uk/records-management/>

We are going to be telling you more about this over the coming weeks whilst also giving some guidance on good practice.

If you want to know more straight away feel free to drop **Steve Debruin** a line for a chat. You can get him via Steve_Debruin@bathnes.gov.uk

So what about confidential records?

Under law **confidential information** must be treated differently if you want to dispose of it.

But how do you identify what is confidential & what is not once ready for disposal?

Here is a quick guide:

1 Remember a record can be in many formats:

In addition to digital formats it might be on Paper, Post-it notes, CDs, Tapes or Posters – they all count.

#2 Understand any record which details personal information must be treated as confidential.

It's personal if:

- It relates to and identifies a living person.
- It could help someone identify a person when used with other information.
- It is an expression of opinion about an individual.
- It indicates intentions towards an individual.

#3 Know in particular any record which details *sensitive* personal information is confidential.

Its sensitive if it relates to:

- Racial and/or Ethnic Origin.
- Political Opinions.
- Religious Beliefs (or other beliefs of a similar nature).
- Trade Union membership.
- Biometric Information e.g. Photos.
- Mental or Physical Health condition.
- Sexual life and Orientation.
- Criminal Records (actual or suspected).

#4 Finally any record which details business/commercially sensitive information is also confidential.

It meets this criterion if:

- It is information which an organization would be affected by any loss of, or unauthorised access to.
- It is something like a contract, opinion on service delivery or tender information.

**If you have any doubt then you had better treat the information as Confidential.
Better to be safe than sorry!**

Take care, stay safe as the Pandemic eases and if you need help let us know.

Thanks

The One West Team

NB – a message for Academies. Don't forget that from March 15th 2021 the provider of your Internal & External Audit cannot be the same. You can speak to us if you want to know more and also check out the link .

<https://www.onewest.co.uk/wp-content/uploads/2020/07/Internal-and-External-Audit.pdf> .



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