



The Inns of
Court College
of Advocacy

Records Management Policy

I. Purpose & Scope

This policy sets out the framework for managing corporate records at The Inns of Court College of Advocacy.

This policy applies to all ICCA staff, researchers, collaborative partners or contractors with access to ICCA records.

The Inns of Court College of Advocacy will seek to implement the principles and recommendations for record keeping set out in the following legislation and codes of practice:

- British Standard for Records Management (BS ISO 15489-2016)
- 46 of the Freedom of Information Act 2000
- General Data Protection Regulation
- Data Protection Act 2018
- Freedom of Information Act 2000
- Environmental Information Regulations 2004

Failure to manage records in accordance with the responsibilities set out in this policy risks non-compliance with the above legislation.

II. Definitions

A record is any recorded information (regardless of format or medium) created, received or retained by the ICCA to meet legal or regulatory requirements, provide evidence of business decisions, and support the conduct of ICCA activities.

Records management is the process of managing records through creation, use, retention and disposal, known as the records lifecycle.

III. Policy

The Inns of Court College of Advocacy supports the principles of efficient records management and is committed to:

- Supporting the management of ICCA records, to underpin daily business activities and act as an effective information resource.
- Ensuring the security, authenticity and integrity of all corporate records, to aid accountability for business decisions.
- Ensuring compliance with all legal and statutory obligations.
- Ensuring that records vital to the operation of the ICCA are identified and accessible to allow business continuity during incidents or emergencies.
- Enabling identification and preservation of unique and historical records, including migration of data formats where applicable.

All ICCA staff may handle records as part of their role and line managers are responsible for ensuring that efficient processes are in place within their respective areas, including:

The creation and maintenance of accurate and reliable records, where applicable to the work of the department.

- Ensuring that digital records, including email, are properly managed and stored, to ensure that core information is captured, retained and remains accessible and authentic beyond reasonable doubt.
- Maintaining the security of records, irrespective of format, and ensuring that access is only available to those authorised to view the record.
- Following guidance in the ICCA Records and Data Retention Schedule with regards to retention and timely disposal of records and ensuring that records containing personal data are subject to secure and confidential disposal processes.
- Ensuring records of a sensitive or personal nature are handled in strict confidence and in accordance with legal requirements, including secure methods of physical transportation or digital transfer.
- Undertaking mandatory data protection training.

The Director of Operations (or nominee) is responsible for:

- Maintaining this policy.
- Maintaining the ICCA Records and Data Retention Schedule and supplementary guidance.
- Promotion of ICCA records management services.
- Provision of advice, training and support on storage, management, retention and disposal of corporate records, in all formats.
- The provision of infrastructure to allow storage, access and preservation of corporate records in digital format.