

# Landward Research Ltd

## Records Management Policy



### Landward Research Ltd Records Management Policy Statement

Landward Research Ltd are committed to the creation, maintenance and management of records which document our activities to support governance and to facilitate compliance with legal and statutory requirements, in particular the Freedom of Information Act 2000, Data Protection Act 1998 and Public Records Act 1958. We recognise that records form part of our corporate memory and are an important organisational asset.

This policy applies to all records, regardless of form or medium, created, received or maintained by all staff, irrespective of their contractual status, in the course of Landward Research Ltd business. It is applicable globally. Records and documentation created through partnerships must also be subject to contractual record keeping requirements.

### Landward Research Ltd is committed to:

- ensuring that records are created to provide adequate and reliable evidence of its decisions and activities
- maintaining record keeping systems which provide the functionality to support records management tools and guarantee the integrity and reliability of records
- developing and maintaining policy and procedures for the systematic review and timely disposal of records in line with organisational requirements, legal obligations and historical value
- protecting records from unauthorised alteration or loss, providing an audit trail to record the movement and use of records
- setting principles and standards which govern access to records and reviewing information for sensitivity issues
- ensuring that records which are essential to business continuity are identified and protected
- ensuring the selection, identification, preservation and transfer of records to the National Archives or approved place of deposit
- monitoring how we comply with this policy.

We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.

### Review

Landward Research Ltd will review this global policy statement annually to reflect new legal and regulatory developments and ensure good practice.

**Approved and adopted by the Board of Directors**

**27<sup>th</sup> November 2015**