# A logo with a deer head and leaves AI-generated content may be incorrect.

# 07 Record keeping policy

# Aim

We have record keeping systems in place for the safe and efficient management of the farm and to meet the needs of the visitors; that meet legal requirements for the storing and sharing of information within the framework of the GDPR and the Human Rights Act.

# Objectives

* Records are kept in farm files
* Confidentiality is maintained by secure storage of files in a locked cabinet with access restricted to those who need to know.

# Records

The following information and documentation are also held:

* name, address and contact details of the provider and all staff employed on the premises
* records of risk assessments
* record of complaints

**Legal references**

General Data Protection Regulation 2018

Freedom of Information Act 2000

Human Rights Act 1998

Data Protection Act 2018