



Absolute Mentoring

ABSOLUTE CARE AND MENTORING DATA & RECORDS POLICY

- **POLICY April 2026**
- **Next Review Date: April 2027**

1. Statement of Intent

This organisation is committed to maintaining accurate, relevant, and secure records to support the safe and effective delivery of provision. This includes information supplied by commissioners and other relevant parties.

All data will be handled in line with the principles of **UK GDPR** and the **Data Protection Act 2018**, ensuring it is used lawfully, fairly, and securely.

2. Responsibility

The Responsible Person for data and records management is Ben Carter

They are responsible for:

- Maintaining accurate and up-to-date records
- Ensuring data is stored securely
- Controlling access to sensitive information
- Ensuring appropriate use and sharing of information

3. Records Maintained

The organisation maintains proportionate records appropriate to its size and activities. This includes:

- Information supplied by commissioners (e.g. referrals, learner needs, risks, and agreed outcomes)
- Learner records (basic details, session notes, progress)
- Risk assessments (including dynamic risk assessments where relevant)
- Incident or safeguarding records where applicable
- Key communications with commissioners or partner organisations

4. Use of Information

Information held is used to:

- Inform planning and delivery of sessions
- Identify and manage risks
- Support learner progress and wellbeing
- Meet safeguarding and accountability requirements

Information is only used for legitimate purposes and on a need-to-know basis.

5. Data Storage and Security

The organisation uses simple but effective measures to keep information secure:

- Digital records are stored on password-protected devices and/or secure cloud systems (e.g. Google Drive or Microsoft OneDrive)
- Access to records is restricted to the Responsible Person
- Paper records (where used) are kept in a secure location
- Sensitive information is not stored on unsecured devices or shared through informal channels

6. Information Sharing

Information may be shared with commissioners, partners, or relevant agencies where necessary to support the learner or meet safeguarding responsibilities.

All sharing will be:

- Relevant and proportionate
- On a need-to-know basis
- Carried out securely

7. Data Retention

Records are kept only for as long as necessary to support delivery, safeguarding, and accountability.

When no longer required, records will be securely deleted or destroyed.

8. Review

This policy will be reviewed annually or following any significant change in operations or data handling requirements.