

RECORDS MANAGEMENT

POLICY STATEMENT

It is the Bay of Plenty District Health Board’s (BOPDHB) intention to have robust, timely and effective creation / collection, structuring and management of records according to business needs no matter whether the information is online, electronic, hardcopy, or digitised of whatever type and format on whatever device in accordance with the Public Records Act 2005 (PRA) and any relevant General / Functional Disposal Authority (GDA / FDA).

PURPOSE

To ensure that decisions made relating to records management must:

- Support the integration of information and records management into work processes, systems, and services
- Ensure the information and records management is fully implemented, transparent and meets the business needs of the organisation
- Value the information and records management and align them to corporate and services provision objectives
- Increase efficiency
- Facilitate strategic partnerships where the sharing of information is integral to the corporate and service provision objectives
- Prevent information from being held for longer than needed
- Ensure high value information is safely stored, usable and accessible when needed
- Ensure the provision of mechanisms for accountability and managing risk
- Ensure that all information and records support the current and future needs of the organisation and the users of the organisation’s services that rely on health records, staff information, corporate in-house information, and contracts to make informed decisions.

EXPECTATIONS

Decisions made or actions to be taken that will / may impact on this policy must:

- Ensure that any development, integration, upgrade or decommissioning of systems and migration to new systems, including any outsourced or cloud / data farm or online services **must** have a formal privacy risk assessment and, if applicable, privacy impact assessment completed before any decisions are made about the purchase, integration, and rollout across the organisation
- Ensure there is a communication plan and implementation of training and support for users in place and rolled out prior to the commencement of any upgraded or new systems
- Identify and address barriers that might result in issues relating to creation / collection, use, storage, sharing, and disposal of information in line with the GDA / FDA
- Ensure the organisation and its successor and any other bodies that hold the organisation’s information have secure hardcopy and electronic storage that meets all the identified needs for information in line with the GDA / FDA
- Ensure the integrity of the data in our records and have systems in place to meet audit and certification requirements
- Ensure that no decisions relating to changes that will impact on healthcare services outside this organisation will be made without engagement with and advice and guidance from the Transition Unit for the Health & Disability Review and its successor(s)

Manual Name: Organisational	Page 1 of 2	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Section Name: Legal	Version No: 6	
Policy Steward: Senior Advisor Governance and Quality	Authorised by: Chief Executive Officer	

- Ensure that no non-organisation supported software or online services, whether on this organisation’s devices or personal devices, will be used to create/collect, use, store, share, or dispose of information that is patient, staff, corporate or contract related unless both a full IT assessment and privacy impact assessment have been completed and there are no other viable in-house options available to use
- Ensure that all information and records must be managed by or manageable by the organisation as it is the organisation that is accountable and responsible for the safety of all information that is collected by or created by or on behalf of the organisation
- Ensure that no information, in whatever electronic format, is saved to any device or drive where there is no provision for regular backing up of such information

EXCLUSIONS

There are no exclusions. This policy also applies to contractors, students, volunteers, visiting healthcare professionals and any organisation / individual with access to the organisation’s systems through electronic means.

REFERENCES

- Public Records Act 2005
- Privacy Act 2020
- Health Information Privacy Code 2020
- Archives New Zealand
- Copyright Act 1994
- Designs Act 1953
- Layout Designs Act 1994
- Patients Act 1953 and 2013
- Plant Variety Rights Act 1987
- NZ Intellectual Property Office
- General Disposal Authority / Functional Disposal Authority
- Digital Recordkeeping Standard
- AS/NZS ISO 13028: 2012, Information and documentation - Implementation guidelines for digitization of records,
- Records Management Standard for the New Zealand Public Sector
- General Disposal Authority – Common Corporate Service Public Records (GDA6)
- Electronic Transactions Act 2002
- Employment Relations Act 2000
- Evidence Act 2006
- Official Information Act 1982
- Public Finance Act 1989

ASSOCIATED DOCUMENTS

- Bay of Plenty District Board policy 2.4.5 protocol 1 Records Management - Standards
- Bay of Plenty District Board policy 2.5.2 Health Records Management
- Bay of Plenty District Board policy 2.6.1 Management and Use of Information
- Bay of Plenty District Health Board policy 2.1.12 Privacy

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