

Recording of Information Policy

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Overview

Empower Autism recognises the importance of recording and maintaining accurate and complete information in order to provide high-quality programs and services. This policy sets out the guidelines for the recording of information by employees, volunteers, and contractors.

Scope

This policy applies to all employees, volunteers, and contractors who handle or manage information related to the programs and services provided by Empower Autism.

Definition

Recording of Information: Refers to any method of capturing, storing, and maintaining information, including electronic and paper-based systems.

Policy

Empower Autism is committed to ensuring that all information is recorded and maintained in a secure, confidential, and accurate manner. This policy is designed to ensure that all staff, volunteers, and contractors understand their responsibilities for recording and maintaining information in accordance with the relevant laws and regulations. This policy is in accordance with the privacy and confidentiality policy.

Quality and Accuracy of Information

All information recorded by employees, volunteers, and contractors must be accurate, complete, and up-to-date. This includes, but is not limited to, information related to participant records, program

attendance, participant goals and progress, and any other information relevant to the programs and services provided by Empower Autism. We will only include appropriate relevant information to program needs and funding requirements. Personal opinions or notes will not be recorded.

Security and Confidentiality

All information recorded must be stored securely and kept confidential. Employees, volunteers, and contractors must ensure that information is accessible only to authorised personnel and that information is not disclosed to any unauthorised parties. Information will be retained in accordance with our privacy policy.

Access to Information

Employees, volunteers, and contractors must ensure that information is only accessed by authorised personnel who require the information to perform their job duties. All access to information must be recorded through our official channels. Information should not be stored on personal devices. Hardcopy information must be locked at the end of working day or handed to the relevant manager at the end of programs or services.

Information Sharing

Any sharing of information with external organisations or individuals must be done in accordance with relevant laws and regulations, and with the consent of the individual(s) concerned.

Training and Awareness

All employees, volunteers, and contractors must be trained and made aware of the policies and procedures related to the recording of information. This training should be provided regularly to ensure that all staff, volunteers, and contractors are aware of their responsibilities and obligations.

Breach of Policy

Any breach of this policy will be taken seriously and may result in disciplinary action, including termination of employment or other contract.