



Caring is our passion... Compassion is our belief...

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Record Keeping.

Policy Number 40

Introduction

NOA Healthcare believes record keeping is a significant responsibility and undertakes to maintain all records according to present and future regulation to demonstrate compliance with the Employment Agencies Act.

Policy

- 1.1. Records will be securely stored in electronic format. Specific records will be securely stored in hard copy format when indicated.*
- 1.2. All records will be stored at NOA Healthcare's trading business premises.*
- 1.3. Records will only be stored for the legislatively prescribed timeframe.*
- 1.4. NOA Healthcare will at all times implement the requirements of the Data Protection and Freedom of Information Acts.*

Policy Origin

In House Policy.

References

*NOA Healthcare Policy 08 Data Protection and Access to Records
NOA Healthcare Policy 09 Freedom of Information/Press Enquiries
Conduct of Employment Agencies and Employment Businesses, Regulation 29,
Schedules 4 & 5.*

Date Policy Active.

To be determined once verified by the management group.

Review Date.

12 months after verification.

Quality Assurance Reference

POL/ 40/16