

# GBWCT POLICY



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## TITLE

The Workcentre operates in a data-oriented environment that requires those who are responsible for creating, collecting, managing and disseminating data to do so in a systematic, planned and managed way. Data generated and held by the Workcentre in digital format are key assets that must be managed correctly in order to ensure that the organisation functions effectively and within privacy guidelines.

## 1.0 Purpose

This policy outlines the data management framework for digital files. The digital file management framework should be consistent across all of the Workcentre systems.

This policy explains how the Workcentre will maintain the integrity of its digital files.

## 2.0 Current System

GBWCT currently uses Microsoft 365 cloud products and storage (One Drive, Teams, etc) for all organizational digital storage.

This system is managed externally by Zentec computing systems.

## 3.0 Effective Digital Filing Processes

All users will maintain good file management practices by:

- Saving all digital work in the designated filing structure for their department or in OneDrive
- Not saving digital files on the physical computer or PC desktop
- Creating a logical system of folders in which files will be stored
- Using meaningful filenames so that files can be easily identified or located at a later date
- Follow a consistent method for naming files and folders
- Store related documents together, whatever their type
- Separate ongoing work from completed work

- Avoid overfilling folders
- Organise documents by date
- Save files regularly while working on them to prevent data loss
- Avoid saving unnecessary documents.

## 4.0 Policy Scope

All staff and participants in GBWCT programmes