

Title:

**Section 21.0 NZBMDR DOCUMENT AND RECORD CONTROL**

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## **SECTION 21 Document and Records Management and Control Policy**

### **1.0 Document Control Policy**

The intent of this policy is to control documents and information produced by NZBMDR

- 1.1 The EO is responsible for annual review, development and maintenance of documents used by the NZBMDR.
- 1.2 The EO is responsible for ensuring that all documents comply with WMDA Standards.
- 1.3 The EO is responsible for monitoring and promoting compliance with the Guidelines and SOPs
- 1.4 All documents will have a number and date at which they become effective
- 1.5 Where a document is revised or amended the version number and date will reflect the change
- 1.6 A list of changes as each document is reviewed will be held

### **2.0 Records Management**

- 2.1 NZBMDR must ensure that all records are appropriately identified, stored, maintained and available for review when required. Records may exist in a number of formats. However the information must be preserved in a confidential manner and be able to be readily retrieved when required.
- 2.2 Donor and Patient Records and reports should be maintained for 100 years (NZ code of GMP).
- 2.3 Overall responsibility rests with the EO for ensuring that the system meets regulatory and statutory requirements. However all staff are responsible for the management of the records and reports which they generate.
- 2.4 Confidential records must be stored in a way to prevent them from unauthorised access

### **3.0 Destruction and Disposal of Records**

- 3.1 Authorisation to destroy records will be given by the EO
- 3.2 Confidential records must be disposed of in a safe and controlled way

## **4.0 Electronic records**

- 4.1** Information held in electronic records must be held in a way that ensures the integrity and accessibility of the information recorded.
- 4.2** All electronic records must only be accessed by authorised persons using appropriate passwords and other unique identifiers.
- 4.3** Electronic records must be regularly backed up

## **5.0 Access to Matchpoint Database**

- 5.1** The EO will be responsible for providing appropriate access to users of the web based Matchpoint DATABASE, Donor Centre 080. Through ABMDR IT department