



SPARKEN HILL
ACADEMY

UK GDPR Version Control & Document Management Policy

Rev	Date Issued	Prepared By	Approved	Review Date	Comments
1.2	Feb 2021	RTL	Feb 2022	Feb 2023	
	Feb 2022	RTL	Feb 2023	Feb 2024	
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Version control and document management policy

1 Introduction

This policy sets out that Sparken Hill Academy ensures:

- 1.1 a consistent naming convention is applied to all paper and electronic files
- 1.2 all electronic documents are appropriately stored and accessible
- 1.3 staff have the most up-to-date version of a document
- 1.4 document changes can be tracked through a system of version numbering

2 File naming convention

- 2.1 Files must be named to in the house-style (See clause 5).

3 Document naming convention

- 3.1 Each electronic version of a document must be named in a way that allows it to be easily identified and, if necessary, searched for.
- 3.2 Each document name should describe the:
 - 3.2.1 title/type of document
 - 3.2.2 author by initials
 - 3.2.3 creation date AND/OR version number

4 Document ownership

- 4.1 All documents belong to Sparken Hill Academy; however, it is essential that each document has an identified document owner.
- 4.2 This will typically be the person who drafted the document or who asked for it to be drafted.
- 4.3 The document owner is responsible for:
 - 4.3.1 finalising the document
 - 4.3.2 ensuring the document is properly named
 - 4.3.3 ensuring the document is saved in the correct location, and
 - 4.3.4 ensuring the version numbering system has been adhered to

5 Document house style

- 5.1 All staff are reminded that documents must be clear and understandable.
- 5.2 Documents should follow house style, ie:

Font style and size

Century Gothic size 11

Text alignment

Calibri size 11

justified

6 Revision and version numbering

- 6.1 Use the track change facility when amending documents. This enables others to see what changes have been made or proposed. Tracked changes should be accepted by the document owner when the document is finalised.
- 6.2 The first version of the document should be recorded as 'version 1' or 'v1'. The second iteration should be referred to as 'version 2' or 'v2' and so on.
- 6.3 Any revisions to documents must be saved, using the naming protocol at 3.2 above. This ensures all versions are stored in the same place and can be easily seen and tracked.

7 Storage of files and documents

- 7.1 Files and/or documents must not be saved on individual desktop or laptop computer hard drives. Individual hard drives are not available to others within Sparken Hill Academy and not included in the daily data backup.
- 7.2 All files and documents must be saved on the server.
- 7.3 Files and/or documents should never be stored on removable media such as memory sticks (see further our separate information security policy).
- 7.4 Files and/or documents should never be emailed to a personal email account or stored on a personal cloud-based storage account