
STATUTORY RULES OF NORTHERN IRELAND

2007 No. 236

**The Residential Family Centres
Regulations (Northern Ireland) 2007**

PART III

CONDUCT OF RESIDENTIAL FAMILY CENTRES

Records

22.—(1) The registered person shall maintain in respect of each family accommodated at the residential family centre, a record which—

- (a) includes the information, documents and other records specified in Schedule 3 relating to the members of the family;
- (b) is retained in a place of security at the residential family centre.

(2) The registered person shall also maintain at the residential family centre the records specified in Schedule 4.

(3) The registered person shall ensure that the records referred to in paragraphs (1) and (2)—

- (a) are kept up to date;
- (b) are at all times available for inspection in the residential family centre by any person authorised by the Regulation and Improvement Authority to enter and inspect the centre;
- (c) ensure that residents are aware of arrangements to access their personal records; and
- (d) shall be retained at the residential family centre for a period of not less than fifteen years from the date of the last entry.

(4) The registered person shall ensure that information about a resident's health and treatment is handled confidentially and is only disclosed to those persons who need to be aware of that information in order to treat the resident effectively or minimise any risk of the resident harming himself or another person, or for the purpose of the proper administration of the centre.