



Cafcass National Office  
3rd Floor  
21 Bloomsbury Street  
London  
WC1B 3HF

**Your ref: CAF 15-86**  
**Our ref: Gov/CAF 15-86**

Tel 0300 456 4000

26 May 2015

## **Re: Freedom of Information Request**

Thank you for your email of 29 April 2015 which was received by our office on 30 April 2015. You made the following requests for information:

Please can you send me a copy of the PROCEDURE RECORDS MANAGEMENT MANUAL that Cafcass employees adhere to and subcontractors when working for Cafcass.

Please see below for our response.

Cafcass policies relating to records management have already been provided to you in response to your previous requests, references CAF 15-58 and CAF 15-70. These are the [Case Recording and Retention Policy](#) and the [Information Assurance Policy](#) (and its [Appendix](#)).

Anyone undertaking work on behalf of Cafcass is obliged to adhere to policies in existence at the time. This can be seen in the [standard contract for Self Employed Contractors](#) (section 4.1.2).

We hope that you feel your question has been answered effectively. If you are unhappy with the decisions made in relation to your request, you may ask for an internal review to be undertaken. If you are dissatisfied with the way the internal review is handled or with the final decision made at that review about the information released, you are free to contact the Information Commissioner's office ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)):

**Post**  
Information Commissioner's Office  
Wycliffe House, Water Lane,  
Wilmslow,

**Fax**  
01625 524 510  
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0303 123 1113

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive





Cheshire  
SK9 5AF

**E-mail**  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

Yours sincerely,

Governance Team  
Cafcass  
[Governance@cafcass.gsi.gov.uk](mailto:Governance@cafcass.gsi.gov.uk)

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive



Cafcass, the Children and Family Court Advisory and Support Service, is a non-departmental body of the Ministry of Justice  
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