**Confidential Record Keeping Procedure**

**Comprehensive Documentation Management Framework**

**1. Purpose and Scope**

* Protect survivor privacy
* Ensure legal compliance
* Support comprehensive care
* Maintain information integrity

**2. Legal Compliance Framework**

* Data Protection Act (2019)
* Constitution of Kenya
* International privacy standards

**3. Record Classification**

3.1 Record Types

* Intake documentation
* Case management files
* Medical records
* Legal documentation
* Psychological assessments

3.2 Sensitivity Levels

* Highly confidential
* Restricted access
* Limited circulation
* Secure storage requirements

**4. Documentation Protocols**

4.1 Information Collection

* Minimal necessary information
* Explicit informed consent
* Voluntary disclosure
* Purpose-specific collection

4.2 Documentation Standards

* Standardized forms
* Clear, objective language
* Survivor-centered terminology
* Trauma-informed documentation

 **5. Physical Record Management**

5.1 Storage Security

* Locked filing systems
* Access-controlled environments
* Restricted physical access
* Regular security audits

5.2 Document Retention

* Defined retention periods
* Secure destruction protocols
* Archival management
* Lifecycle tracking

**6. Digital Record Management**

6.1 Technical Security

* End-to-end encryption
* Multi-factor authentication
* Secure cloud storage
* Regular security updates

6.2 Access Control

* Role-based access
* Comprehensive audit trails
* Immediate access revocation
* Continuous monitoring

**7. Survivor Access Rights**

* Right to view records
* Request information modification
* Consent withdrawal
* Comprehensive explanation

**8. Sharing and Disclosure**

8.1 Permitted Disclosure

* Legal mandatory reporting
* Imminent safety risks
* Explicit survivor consent
* Interdepartmental case management

8.2 Prohibited Sharing

* Unauthorized third-party access
* Media disclosure
* Personal networking
* Discriminatory information exchange

**9. Staff Responsibilities**

* Mandatory confidentiality training
* Signed confidentiality agreements
* Immediate breach reporting
* Professional accountability

**10. Breach Response**

* Immediate investigation
* Survivor notification
* Comprehensive mitigation
* Potential legal actions

Effective Date: [Current Date