

# Core brief

## Daily update

(24 December 2024, 11.45am)

Topics in this Core Brief:

- Keep it Secure, Keep it Compliant, Keep it Organised: Records Management in 2025
- East Glasgow Child & Adolescent Mental Health Service is moving
- Scottish Fire and Rescue Service – changes to Home Fire Safety Service

## Keep it Secure, Keep it Compliant, Keep it Organised: Records Management in 2025

The creation rate of digital information is rapidly increasing. There are new and helpful digital tools available to you to help manage, store, and secure our digital information. We are updating our Records

Management Plan to include a range of ways that will help you understand your responsibilities and the best way to manage your digital data. All NHSGGC staff are required to **'Keep it Secure. Keep it Compliant. Keep it Organised.'** You need to know how to access training and resources to support you.



Robust records management is fundamental to ensure information is managed securely and in line with national retention requirements. NHSGGC has legal obligations and managing risks under the Public Records (Scotland) Act 2011 Act, UKGDPR, and the Data Protection Act 2018. This includes providing a clear purpose for holding information, requirements for accuracy of information, and meeting principles around the retention of records.

In 2025, the NHSGGC Corporate Records Management Plan will be widely communicated to ensure that you understand your responsibilities regarding the information you hold, where the information is, and the reasons for holding it.

This includes from the creation to the disposal of your emails, Teams chats, files, folders, and data. The delivery plan will start in January with the launch of the new Records Management Support Hub on SharePoint.

## **East Glasgow Child & Adolescent Mental Health Service is moving**

From Monday 20 January 2025 the new address for the East Glasgow Child & Adolescent Mental Health Service will be:

East Child & Adolescent Mental Health Service  
Parkhead Hub  
1251 Duke Street  
Glasgow  
G31 5NZ



The telephone number and email remain the same, tel: 0141 277 7515 and email: [ggc.eastcamhs.businesssupport@nhs.scot](mailto:ggc.eastcamhs.businesssupport@nhs.scot)

## **Scottish Fire and Rescue Service – changes to Home Fire Safety Service**

The Scottish Fire and Rescue Service (SFRS) is revising its Home Fire Safety Visit (HFSV) programme. These changes are necessary to ensure compliance with General Data Protection Regulation (GDPR), address emerging fire risks and wider health and social care considerations and tailor the service provided by SFRS to the individual needs of the household.

The new HFSV programme will be launched in January 2025. These changes will affect all reciprocal HFSV pathways including local falls pathway agreements, and as a result previous methods of referring service users will no longer be available.

Many services across Greater Glasgow and Clyde utilise this pathway so it is imperative those who wish to become involved in the new process are aware of the necessary actions. Attached is a copy of the [HFSV Partner Guide](#) and [Privacy Notice](#) which provides more information on what has changed, the actions required and support available from the SFRS including online training, guidance documents and direct contacts within SFRS who can assist in setting up referral pathways.

Further information can be sought by contacting [sfrs.hfsv@firescotland.gov.uk](mailto:sfrs.hfsv@firescotland.gov.uk). If you are in a position to do so, please circulate urgently to the relevant Senior Management Teams, colleagues and partner organisations to ensure continued partnership working with SFRS.

Remember, for all your latest news stories, visit the Staffnet Hub:  
[GGC-Staffnet Hub - Home \(sharepoint.com\)](https://sharepoint.com)



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