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|  | Morningside United Church15 Chamberlain RoadEdinburghEH10 4DJScottish Charity Number - SC015552 |

Records Management Policy

Only the following points from the checklist are relevant.

1. We store paper and electronic records securely (RM3.3)
2. We have a business continuity plan in place (RM4.2)
3. We have a confidential waste disposal process in place (RM4.3)