



Information Management Strategy

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Version Control			
Date	Version	Name	Changes
	1/Draft	E Robertson	Strategy created

Related Documents
Publication Scheme
Freedom of Information Internal Review Procedure
Data Protection Policy
Document Naming Convention
Record Retention and Disposal Policy

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INTRODUCTION

1. Accurate and relevant information is vital to the management of the Office of the Police and Crime Commissioner and is one of the most valuable assets to the Commissioner.
2. This strategy provides the basis for a structured approach to existing and future record and information management to ensure openness, consistency and continuity of good practice, as well as statutory and legislative compliance.
3. This strategy should be read in conjunction with the information management policies and procedures set out at Section 4, which underpin this strategy and provide a framework for all staff within the OPCC to carry out their duties in respect of good management of information.

GUIDING PRINCIPLES

4. This strategy is guided by the principles enshrined in the legislation regarding Freedom of Information and Data Protection as well as the wider principles of data transparency and information security.
5. The Police and Crime Commissioner (the Commissioner), any Deputy Police and Crime Commissioner (Deputy Commissioner) and staff in the OPCC have a duty to obtain and manage information in line with the relevant documentation and policies of the OPCC and all relevant legislation.
6. This collective and individual responsibility will allow effective management of information as a corporate asset, available to those that need it. This ensures that all staff are able to access current and up-to-date information, that vital information is safeguarded, and that information is created, collated and stored in a manner that is appropriate and as laid out in the specific data and document management policies.

KEY POINTS OF GUIDANCE

7. In this strategy data and documentation refer equally to physical and electronic forms of communication and record keeping.
8. All staff within the OPCC have a duty to share information in a lawful manner.
9. Review, retention and disposal of documents should be carried out consistently and in accordance with the correct documentation.
10. There must be effective storage of information.
11. There must be full compliance with the Data Protection Act 1998 and the Freedom of Information Act 2000
12. All staff within the OPCC will ensure that all information created, received and held is accurate, relevant, and kept up-to-date.

13. All data and documentation that are not held within the estate are retained in accordance with the Constabulary's Using the Off-Site Storage Facility for Physical Records Policy.

RELATED POLICIES AND PROCEDURES

14. The policies and procedures identified below will assist the Commissioner in fulfilling their duties in relation to the management of information
 - Publication Scheme
 - Freedom of Information Internal Review Procedure
 - Data Protection Policy
 - Record Retention and Disposal Policy
 - Information Security Policy
 - Document Naming Convention