

Template for an Information Management Policy

The Policy of our organisation is to:

- **Establish the role of our information assets and information management in delivering the organisation's objectives**
- **Recognise and exploit opportunities to capitalise on our information assets for our advantage**
- **Manage information effectively as a strategic organisational asset across the organisation – by providing timely, appropriate, accurate and up-to-date information at the point of need**
- **Make information available as quickly and easily as possible**
- **Take appropriate measures to protect information, including personal information, which cannot be shared for reasons of security or privacy**
- **Assess and manage risks to the confidentiality, quality, integrity and availability of information**
- **Ensure that information created, collected and stored is proportionate to the organisations needs and any legislative or regulatory requirements and is retained only for as long as it is needed**
- **Ensure information is of the appropriate quality, and in the appropriate media, to support organisational needs**
- **Create an information management culture where employees take personal responsibility for managing information and are fully supported by their managers**
- **Comply with all relevant statutory and regulatory requirements**
- **Provide training and support to encourage the adoption of good practice in information management as set out in these guidelines"**

All employees will:

- **Treat information as a corporate asset**
- **Take personal responsibility for the information they create, capture or maintain**
- **Take personal responsibility for their role in the effective management of business unit information**
- **Make information accessible to those who require it to fulfil their duties**

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- Ensure that they are always aware of and respect the confidentiality of information they produce, share or receive

All managers will:

- Take responsibility for the management of information created and used within their areas of operation
- Ensure that this information is accurate and fit for purpose
- Ensure that the information has appropriate access and security permissions assigned
- Encourage the sharing of information and knowledge through setting a high standard of personal information management that others can then emulate
- Include a review of employee information management performance in job evaluations
- Pay particular attention to the needs of employees new to the company or to the business unit

The management teams for each function will:

- Establish a consistent approach to good information management practice within the unit based on the Information Life Cycle (create, store, discover, use, share, review, record, dispose)
- Ensure that all employees are able to allocate the time needed to create and review information
- Report back on the need for changes and additions based on an assessment of the operational effectiveness of the Guidelines
- Provide training to develop and improve the information management skills in the business
- Ensure IT platforms are fit for the purpose of effective information management both within the business unit and between business units