



POLICY	Issue: 1.0
Information Management	Date: 01/10/2007

Policy Statement

The Civil Nuclear Constabulary (the Constabulary) Policy on managing information has the following principal components:

- The Constabulary owns internal information. All information will have a defined custodian who, as the authorised agent of the organisation, will be responsible for its management and for making it available to those who need it.
- Information will be managed to support business processes, rather than functional hierarchies.
- Information will be classified to reflect value to the organisation and adhere to the Government protective marking system. Information critical to the operation of the business, or with commercial value as intellectual property that could be exploited, will be suitably secured and protected.
- Information will be managed, accurate, up-to-date and will be available in a timely fashion to those who need it.
- Information will not be retained or distributed unnecessarily.
- A consistent approach to the managing information will be adopted across the whole organisation, for whatever media is used, and will cover the life cycle of information (creation, indexing, storage, retrieval, revision, archiving and disposal)
- Methods of information management will give due attention to security, credibility, protection, legal, environmental and cost issues.
- To uphold an individual's rights to privacy and safeguard their human rights.
- Information will only be used for the business purposes for which it is held.
- Those with whom the Constabulary entrusts, or allow access to, information will be responsible and accountable for the appropriate use and security of such information. Such persons or organisations shall not use the information to cause disrepute to the Constabulary or Stakeholders.

Document Reference	CNC/POL/ 5.1	Page 1 of 2
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Aims of the Policy

- To meet all legal requirements for Information and Records Management. This includes operating a Publication Scheme and responding to requests under the Data Protection Act and the Freedom of Information Act to provide, subject to certain statutory exemptions, information that we hold.
- To recognise and manage information as a valuable asset and by so doing improve business performance, control costs, reduce risks.
- To facilitate effective communication within the organisation and between the organisation and its Stakeholders.

This policy is enacted by the following management system documents:

Document Reference CNC/POL/5.3 Records Management Policy

Document Reference	CNC/POL/ 5.1	Page 2 of 2
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