



<b>POLICY</b>	<b>Issue: 1.0</b>
<b>Records Access Policy</b>	<b>Date: 01/10/2007</b>

## Policy Statement

The Civil Nuclear Constabulary (the Constabulary) will determine how it is intended that access to records is to be assessed, where responsibility should lie, and to set limits on access depending on the type and origin of a record as well as its content.

The actual controls will depend on many factors but the general principles to be applied are:

- records will be made available for continuity of actions;
- authorised individuals within functional departments or operations will decide on the sensitivity of the record and who should have access;
- access will be needed for appraisal decisions to be implemented;
- any judgements, including any background reasons for withholding or masking information within the record or record series, are to be recorded. This information will be kept for at least as long as the records in question; however, it may not have the same access status as the main record;
- blanket restrictions will not be placed on a record series where only some of the individual records are judged sensitive;
- electronic records are subject to the same legislative requirements as those of paper records and should be treated accordingly;
- information taken from the records or record metadata may be subject to the same legislation as the original record e.g. Data Protection and Freedom of Information;
- to uphold an individual's rights to privacy and safeguard their human rights.

## Aims of the Policy

The Constabulary will use access controls to allow the records to be viewed by relevant individuals/groups, but, when necessary, have a mechanism for opening up some of the information for use outside this group.

This policy is not currently enacted by any further management system documents.

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