



NOTTINGHAMSHIRE
POLICE

PS 105 Information Management
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Linked Documents:
PD 569 - Data Protection Procedure
PD 496 - Freedom of Information Procedure
PS 021 - Information Security Policy
PS 097 - Pocket Notebook Policy
PS 082 – Information Sharing Policy

Functional owner

Signed: **Date:**

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Post: Force Information Manager

Authorised (Head of Dept/FEG)

Signed: **Date:**

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	19/2/09	Glen Langford	Force Information Manager	Acceptance

SECTION 2 BACKGROUND

The purpose of this policy is to govern the management and disclosure of information to the public and organisations under a number of statutory or formal arrangements, with particular emphasis on the Data Protection Act 1998 and the Freedom of Information Act 2000.

The aims and objectives of this policy are:

- To provide an overall framework for the effective management and control of information and records held by Nottinghamshire Police
- To meet the legislative responsibilities for supplying information to the public.
- To ensure that information and records are valued as an asset and are managed, as such.
- To promote a culture of openness and transparency with regard to information.
- To provide a consistent and corporate approach to information management
- To comply with statutory obligations for responding to requests for information
- To maintain public accountability

SECTION 3 POLICY STATEMENT

Individuals have a reasonable expectation to privacy and that the information we hold about them is held securely and confidentially. The release of such information is subject to the provisions of the Data Protection Act 1998 and other existing common law obligations. In ensuring adherence to these obligations, Nottinghamshire Police will ensure that any release of information is done only in accordance with formal agreements and procedures, where legislation allows for its release.

The Freedom of Information Act places a legal obligation on all public bodies to make available, information of a non-personal nature either on request or via a publication scheme. Nottinghamshire Police supports the principles and spirit of the Freedom of Information Act and has adopted the ACPO Model Publication Scheme 2009, whereby we will undertake the routine publication of certain information. Any information sought under a Freedom Of Information Act request will be fairly considered and any information released will be subject to the exemptions provided in the Act.

In pursuit of the correct application of the Data Protection and Freedom Of Information Acts, Nottinghamshire Police will ensure that all staff and officers will be provided with appropriate training and will have access to specialist advice to ensure adherence with our legal obligations.

In order to support the application of this legislation, Nottinghamshire Police will implement robust and effective arrangements to ensure all information is stored, used and disposed of in a consistent and appropriate manner in accordance with agreed procedures and legislative requirements.

In adopting this policy, Nottinghamshire Police will ensure it meets all its legislative obligations and create a climate of transparency and openness whilst ensuring public confidence in the security and use of personal information.

SECTION 4 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Race Relations (Amendment) Act 2000, Data Protection, Freedom of Information Act, European Convention of Human Rights and other legislation relevant to the area of policing such as, Employment Act 2002, Disability Discrimination Act 1995, Sex Discrimination Act 1975 and Employment Relations Act 1999.