



INFORMATION MANAGEMENT POLICY GP19

Why is an Information Policy necessary?

- 1 Council staff create and manage information on a daily basis, have both statutory and regulatory obligations to provide information to stakeholders and has informal demands for information from both stakeholders and others.
2. Systems and business processes have evolved to deal with both the storage of this information and the access to it, as the information load has increased.
3. An Information Management Policy will help officers to make informed decisions regarding technological processes, practices and necessary changes.
4. The policy provides overarching principles and practices, that can be refined and reviewed as needed.

What is meant by Information Management?

1. Information Management includes IT (Information Technology), IS (Information Systems) and BP (related Business Procedures).
2. IT includes hardware devices, network devices, application/systems software and all related manuals.
3. IS includes the relationships between IT components as well as the human interface that together creates business processes and all related documentation.
4. BP includes procurement, installation, deployment, support, maintenance, and eventual retirement of IT resources. It also includes the processes developed for the day to day management of information together with objectives and outcomes.

Basic Principles

1. Bicester Town Council complies with data protection as set out in the Data Protection Act 1998.
2. Bicester Town Council will optimise inclusivity by working to ensure that all devices normally used are able to access the data, content and applications to which they are entitled.
3. Bicester Town Council ensures strict scrutiny and governance to ensure value for money for taxpayers with regard to information management technology.
4. Bicester Town Council carries out regular audits of software and hardware to ensure compliance and correct usage.
5. Bicester Town Council only uses approved images in marketing material together with obtaining copyright approval as and when necessary.



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6. Use of memory sticks should be restricted to as and when absolutely necessary. Only Council approved memory sticks will be used.
7. Data is stored in accordance with the Council's Records and Files Storage protocols (IP 16)
8. No unauthorised programmes, software or any other type of application will be downloaded by individual users.
9. Bicester Town Council shall ensure the existence of adequate control and security measures to comply with legal regulations and obligations.