



Information Management Policy

Introduction

This high-level policy sets out our commitment to following good information management practices. Our approach is guided by the section 46 Code of Practice on the Management of Records (the Code) and is based on the principles articulated in the Code.

In writing this policy, the Council has considered the nature of the information we hold, the work we do and the legal requirement for confidentiality imposed by the Information Commissioner's Office.

Effective information management helps to ensure the Council has the right information at the right time to make the right decisions. The Council is committed to service excellence and information management is vital to the delivery of its services in an orderly, efficient, and accountable manner.

Our information is a valuable corporate asset, and our records provide evidence of what we do and why. We aim to balance our commitment to openness and transparency with our responsibilities as an effective regulator. We know what information we hold, why we hold it and we manage information according to its sensitivity. We create and manage records efficiently, make them accessible where possible, protect and store them securely and dispose of them safely at the right time.

We only use corporate channels to process and store corporate information in line with our acceptable use policy. If we use non- corporate communication channels (NCCCs) for official purposes i.e. in emergencies, we transfer and store any relevant official information or record on to the corporate systems as soon as possible. Corporate information on NCCCs is caught by the Freedom of Information Act.

We have the appropriate governance, organisational capacity, and technical measures in place to manage information in accordance with the Code.

By adopting this policy, the Council aim to ensure that information, whatever form it takes, is accurate, reliable, ordered, complete, useful, up to date and accessible whenever it is needed to:

- help us carry out our business,
- help us to make informed decisions,
- protect the rights of our employees, the public and those we regulate,
- track policy changes and development,
- make sure we comply with relevant legislation,
- provide an audit trail to meet business, regulatory and legal requirements,
- make sure we have the essential tools to search, identify, locate and retrieve information,
- support continuity and consistency in management and administration,
- make sure we are open, transparent, and responsive,

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- support the maintenance of our publication scheme,
- promote our achievements.

This policy together with associated guidance and procedures applies to the management of all information, in both digital and physical formats, created or received by us. It applies to all staff, contractors, consultants and third parties who are given access to our documents and information processing facilities.

Statutory Framework

2.1. This policy provides a framework for meeting our information management responsibilities under relevant legislation, guidance and codes of practice including the:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018 (DPA 2018)
- Freedom of Information Act 2000 (FOIA 2000)
- Public Records Act 1958 (PRA 1958)
- Re-use of Public Sector Information Regulations 2015 Information Management Policy
- Section 46 Code of Practice on the management of records
- The Council's Code of Conduct

Roles and Responsibilities

All staff have a responsibility to ensure we manage our information and any associated risks appropriately and in accordance with this policy and its associated guidance and procedures.

The Clerk provides overview and scrutiny of information governance arrangements and considers escalated information governance issues from the Council for decisions. The Clerk is tasked with developing an information risk appetite statement and maintaining an information governance risk register.

Protection of Personal Data

The Council's Data Protection Policy provides a framework for ensuring that the Council meets its obligations under the UK GDPR and the DPA 2018. It applies to all the processing of personal data carried out by the Council including processing carried out by joint controllers, contractors, and processors.

Storage of Information

The Council stores its information in prescribed locations, appropriate to its format, content and sensitivity. We ensure appropriate controls are in place to maintain the confidentiality, integrity and availability of our information.

Security of Our Information

The Council ensures the security of our information via the implementation of a number of policies, procedures and guidance which ensures that information within the Council's care receives an appropriate level of protection including access and permission control. Members

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and officers use the council's systems in line with its Acceptable Use Policy and Device Guidance.

Retention and Disposal

The Council's Data Retention outlines our approach to managing the retention and secure disposal of its information. It provides for a consistent approach and applies to all physical and digital information, regardless of storage location.

Our retention periods are driven by legislation or business need. If there is no legally defined retention period for corporate information, it is the responsibility of the Clerk (with input from the Council) to determine an appropriate retention period.

Monitoring and Compliance

Ongoing monitoring of compliance with this policy and its supporting policies, guidance and procedures will be undertaken on a regular basis by the Council. Monitoring compliance will also be supported by internal checks from the Clerk and both internal and external audits as appropriate.

PREPARED BY: KEVIN KELSON – CLERK & RFO

AUTHORISED by the Full Council on 16th December 2025 and minuted