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<i>Owner</i>	<b>Information Governance</b>
<i>Target audience</i>	<b>All staff</b>

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## HANDLING INFORMATION POLICY STATEMENT

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Owner	Information Governance	Distribution	HC	Classification	Unclassified

# Document Control

This is a CONTROLLED document and updates or changes to this document are authorized and then advised by email to the relevant document holders.

It is UNCONTROLLED when printed. You should verify that you have the most current issue.

## DOCUMENT HISTORY

### Document Log

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Version	Status	Date Issued	Description of Change	Pages affected	Review
0.1	Draft				
0.2	Draft		Updated to reflect comments from management board.	4	
1.0	Final	5/01/2016			January 2019

File	Handling Information Policy Statement	Pages	2	Version	1.0
Owner	Information Governance	Distribution	HC	Classification	Unclassified

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## Purpose

The purpose of this document is to inform all staff, councillors, contractors and partners of their responsibilities for handling and protecting the information they work with.

## Policy Compliance

If any user is found to have breached this policy, they may be subject to Herefordshire Council's disciplinary procedure.

If you do not understand the implications of this policy or how it may apply to you, seek advice from your line manager.

**The Information Commissioners Office has the power to issue monetary penalty notices requiring organisations to pay up to £500,000 for serious breaches of the Data Protection Act. If a criminal offence is considered to have been committed by an individual they could be prosecuted under the Act.**

## Personal Responsibilities

Anyone that handles council data must commit to operate within the framework below:

- Only collect personal data relevant to your work.
- Tell people how you intend to use their personal information, and how you will look after it.
- Only use personal data for the purpose it was collected.
- Ensure Information is kept up to date as appropriate.
- Ensure Information is identifiable so as to be available when needed.
- Ensure Information is not kept for longer than it is needed and is kept in accordance with the council's retention schedules.
- Destroy information securely. e.g. confidential waste bins, shredders.
- Do not put information at risk. e.g. not leaving files unattended; using secure email; not sharing passwords.
- Process information in accordance with the rights of data subjects, eg recording information professionally and complying with requests to view files about an individual.
- Report information security breaches.
- Complete all mandatory training.
- Only access information relevant to your work.
- Only access information using corporately supplied solutions (PC's, laptops, mobile phones, USB's, cryptocards)
- If carrying out a service on behalf of the council, return information to the council at the end of the contract
- Comply with council procedures regarding information legislation including the Freedom of Information Act, Protection of Freedoms Act and the Environmental Information Regulations

## Relevant Guidance and Procedures

Guidance and procedures are available on the intranet to support staff in keeping information safe.

## Review and Revision

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 3 years

Policy review will be undertaken by the Information Governance Team.

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