

## INFORMATION GOVERNANCE POLICY

Information is a critical asset to the Police Federation of England and Wales (PFEW) and effective information management arrangements are essential in our drive to provide high quality services to members and to maintain a culture of openness and transparency.

Consequently, PFEW is committed to robust information governance practices and compliance with all statutory obligations that apply to information management activities, which are undertaken by federation personnel.

In particular:

- We respect individuals' rights to privacy and we shall only use personal data where it is necessary to support legitimate operational activities. Furthermore, we shall only retain personal data for as long as is necessary to support these activities.
- We acknowledge the public right of access to information held by PFEW and we shall support that right by publishing standard information proactively and by providing information promptly in response to individuals' specific requests, where such actions do not compromise other obligations (e.g. data protection and security management).
- We shall utilise appropriate management procedures and technologies to ensure pertinent, accurate and reliable information is readily available to those who need it and are authorised to use it.
- Our commitment to providing public access to federation information has a critical dependence on effective records management and we shall maintain a systematic approach to preserve the integrity of our organisational records, facilitate efficient and reliable retrieval and to manage their destruction, where appropriate.

The Head of Knowledge Management is responsible for effective implementation of information governance arrangements on behalf of the Interim National Board. As part of this remit, the Head of Knowledge Management reviews the status of these arrangements periodically and reports associated findings to the Board.

This policy is endorsed by the General Secretary and his fellow principal officers. Responsibility for implementation of this policy rests with every person working within the federation.

A handwritten signature in black ink, appearing to read "A. Fittes", written over a light blue grid background.

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Andy Fittes  
General Secretary

**27<sup>th</sup> March, 2015**