

INFORMATION MANAGEMENT POLICY FOR CRESS UK

INTRODUCTION

This Information Management Policy outlines the principles, guidelines, and responsibilities for managing information within CRESS UK, a registered charity in the United Kingdom (referred to as "the Charity"). The policy is designed to ensure the effective, secure, and ethical management of information in compliance with relevant legislation, including the guidelines set forth by the UK Charity Commission.

1. Policy Objectives

- a. To ensure the accurate, complete, and timely capture, storage, retrieval, and disposal of information.
- b. To safeguard sensitive and personal information from unauthorised access, use, or disclosure.
- c. To promote transparency, accountability, and integrity in information management practices.
- d. To comply with legal and regulatory requirements related to data protection and privacy.
- e. To support the efficient operation of the Charity and facilitate informed decision-making.

2. Scope

This policy applies to all employees, volunteers, trustees, and contractors who handle or have access to the Charity's information resources, regardless of the format or location of the information. It encompasses both digital and physical information assets.

3. Information Governance

- a. **Responsibility:** The Board of Trustees is ultimately responsible for ensuring effective information governance within the Charity. The Chief Executive Officer (CEO) is responsible for overseeing the implementation and maintenance of this policy.
- b. **Information Asset Management:** The Charity shall identify and maintain a comprehensive inventory of its information assets, including data, documents, records, systems, and databases.

c. **Information Classification:** Information shall be classified based on its sensitivity, importance, and legal requirements. Classification levels should be defined, and appropriate handling procedures should be implemented for each level.

4. Data Protection and Privacy

a. **Compliance:** The Charity shall comply with all applicable data protection and privacy laws, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

b. **Data Collection and Consent:** The Charity shall collect and process personal information lawfully and fairly and obtain appropriate consent when required. Personal data shall only be used for legitimate purposes.

c. **Data Security:** Measures shall be implemented to protect personal data from unauthorised access, loss, or theft. These measures include physical, technical, and administrative safeguards.

d. **Data Retention:** Personal data shall be retained for no longer than necessary, and disposal shall be conducted securely and in accordance with legal requirements.

5. Information Security

a. **Access Controls:** Access to information resources shall be granted based on job responsibilities and the principle of least privilege. User access rights should be regularly reviewed and revoked when no longer required.

b. **Information Handling:** Information shall be handled with due care and in compliance with relevant security controls, including encryption, secure transmission, and secure disposal methods.

c. **Incident Management:** Procedures shall be in place to detect, respond to, and report information security incidents promptly. All incidents should be appropriately documented and investigated.

d. **Training and Awareness:** Employees, volunteers, and contractors shall receive training on information security best practices, including their responsibilities and the potential risks associated with mishandling information.

6. Records Management

- a. **Record Retention:** The Charity shall establish and maintain a records retention schedule in accordance with legal, regulatory, and operational requirements. Records shall be retained for the appropriate duration and securely disposed of when no longer needed.
- b. **Record Accuracy and Integrity:** Procedures shall be in place to ensure the accuracy, completeness, and integrity of records. Changes or amendments to records should be documented and tracked.
- c. **Record Access and Retrieval:** Records shall be accessible to authorised personnel when required, and appropriate controls shall be implemented to prevent unauthorised access, alteration, or destruction.

7. Monitoring and Review

The implementation and effectiveness of this policy shall be regularly monitored, reviewed, and updated as necessary to ensure its continued relevance and compliance with legal and regulatory requirements.

8. Policy Communication and Training

- a. This policy shall be communicated to all relevant stakeholders, including employees, volunteers, trustees, and contractors, who shall acknowledge their understanding and commitment to comply with its provisions.
- b. Regular training and awareness programs shall be conducted to ensure that all personnel understand their responsibilities and obligations under this policy.

9. Policy Compliance

Non-compliance with this policy may result in disciplinary action, which may include termination of employment, volunteer status, or contractual arrangements, in accordance with the Charity's disciplinary procedures and legal requirements.

10. Policy Review

This policy shall be reviewed at least once every two years or as required by changes in legislation, best practices, or the Charity's operations.

CONTACT DETAILS

This policy has been approved and authorised by the Trustees:

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Date:	1 June 2025
Signature:	
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