Corporate Policy

SERVICE POLICY

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SP0816

Information Management

The Police Service of Northern Ireland will meet its responsibilities by managing information which it holds in accordance with our legal and ethical obligations.

Keeping People Safe

1. Policy Statement

The Police Service of Northern Ireland (PSNI) holds information for a variety of policing purposes including:

- Protecting life and property;
- Preserving order;
- Preventing the commission of offences;
- Bringing offenders to justice; and
- Any duty or responsibility arising from statute or common law including administrative records relating to non-policing information that are essential to the day-to-day business and administration of the PSNI.

Information will be managed securely, commensurate with the identified risks, within the PSNI governance structure and assurance framework. This ensures continuity of business and minimises the impact of security threats. A review, retention and disposal schedule is maintained for both electronic and paper records.

The PSNI will strive to ensure conformance with its legal obligations as well as data quality principles of accuracy, adequacy, relevance and timeliness. Shared information will be lawfully and properly controlled (both inside and outside the Police Service).

Information will be accessible and clear to enable Police Officers and Staff to carry out their duties.

When individuals request access to information held by the PSNI, each request will be assessed on a case by case basis and information will be provided in line with the legal obligation of the PSNI as set out in the Freedom of Information Act, Data Protection Act and other associated legislation.

2. Policy Links

The Corporate Policy Framework refers.

3. Contact

If you have any comment to make on the content of this Service Policy please contact InfoSecurity@psni.pnn.police.uk.