

Corporate Policy-06

South Wales Fire and Rescue Service Policy on

Information Management

(Responsible Director: DCO Corporate Services)

The Service recognises the vast amount of data and information that it generates and its importance to achieving organisational success in terms of internal activities and activities undertaken with external partner organisations. Information is used to inform all decision making processes, enable an assessment of our performance and provide transparency and accountability of the activities we undertake to deliver our services.

In order to achieve this, the Service is committed to develop strategies, plans and procedures across all areas of its business to ensure:

- Relevant data and information is shared with partner organisations in a timely and secure manner and in accordance with agreed protocols.
- Compliance with prevailing legislation and codes of practice.
- Effective lifecycle processing and management including creation, retrieval, storage, archiving and disposal.
- Records are kept up to date in a timely manner.
- Maintenance of security and confidentiality as required.
- Data sharing in accordance with legislation and codes of practice.

Signed:.....
DCO Corporate Services

Date: 16th January 2017