

# RECORDS MANAGEMENT

## Roles & Responsibilities

### Chief Constable

The Chief Constable has overall responsibility for records management in the force. As accountable officer they are responsible for the management of the organisation and for ensuring appropriate mechanisms are in place to support service delivery and continuity. Records management is key to this as it will ensure appropriate advice and controls are in place to support the organisation.

The force has a particular responsibility for ensuring that it corporately meets its legal responsibilities, and for the adoption of internal and external governance requirements.

### Senior Information Risk Owner (SIRO)

A SIRO is accountable and responsible for information risk across the organisation, supported by IAOs from distinct business units. The SIRO will ensure that everyone is aware of their personal responsibility to exercise good judgement, and to safeguard and share information appropriately.

### Data Protection Officer (DPO)

DPOs assist to monitor internal compliance, inform and advise on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority. The DPO must be independent, an expert in data protection, adequately resourced, and report to the highest management level.

### Assistant Director of Information Management

The Assistant Director of Information Management is responsible for ensuring that this policy is implemented through the Information Management function and that the records management system and processes are developed, co-ordinated and monitored throughout the organisation.

### Caldicott Guardian

A Caldicott Guardian is a senior person responsible for protecting the confidentiality of people's health and care information and making sure it is used properly.

All NHS organisations and local authorities which provide social services must have a Caldicott Guardian.

### Information Asset Owners (IAO)

Information Asset Owners (IAOs) must be senior / responsible individuals involved in running the relevant business areas. Their role is to understand what information is held, what is added and what is removed, how information is moved, and who has access and why. As a result they are able to understand and address risks to the information, and ensure that information is fully used within the law for the public good. They provide a written judgement of the security and use of their asset annually to support the audit process. Further clarification and details of this role can be found in the NPCC 2018 IAO Handbook.

### Records Management

The Records Management function will have responsibility for the following:

- Issuing records management policy, providing advice and guidance
- Reviewing and maintaining the Force retention schedule
- Ensuring accurate data
- Provide records management & MoPI advice on new / enhanced process / system development



-Manage the long term external storage solution

### **Information Security (IS)**

Information Security & Assurance works with the entire organisation to ensure the confidentiality, integrity, and availability of police information and the systems it relies upon. This is done by using controls from four main groups: technical (cyber), physical, personnel, and governance. They work collaboratively with other departments to make sure that they can continue to police effectively; assuring the protective controls around our premises and business processes, both to WMP Command and directly to the Home Office.

### **Supervisory Staff**

All supervisory staff have a responsibility to ensure the accuracy of the information that their staff enter into force systems. That records are created, evaluated, held, reviewed, retained and disposed of in accordance with this policy and any associated Record Management procedures / guidance.

### **All Staff**

All employees who handle information, including those who create, receive, evaluate, hold, review, retain and dispose of records have records management responsibilities. All employees are responsible and accountable for keeping accurate, complete, secure records, stored in the appropriate locations, for the appropriate length of time and subject to review.

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