

# INFORMATION MANAGEMENT - GUIDING PRINCIPLES

DECEMBER 2009

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## Introduction and background

Effective information and knowledge management is recognised in our Corporate Plan as being one of nine support activities which we need to be good at to achieve our corporate vision and goals. Information is one of our main assets and every member of staff is expected to play their part in ensuring the effective management of the information we collect, create, store and share.

Good information management is also a requirement of various legislative, regulatory and policy areas including:

- The Freedom of Information Scotland Act which places a responsibility on all public bodies to manage their records according to a Code of Practice.
- The Data Protection Act also places requirements on the way we store personal information.
- The Scottish Government's Data Handling review which resulted in a number of recommendations to improve information security and information risk management.

Audit Scotland is committed to complying with these legislative and policy requirements.

## Scope

These principles relate to all information held by Audit Scotland and apply equally to paper and electronic information.

All staff are required to carry out their work in keeping with our information management policies and procedures and carry out training as required.

## Guiding principles

Our information management principles are summarised below. Guidance on the practical implications of these principles is in Appendix 1 if required. These principles are the starting point for our information management procedures, protocols and guidance.

1. Information is a corporate resource and must be managed in keeping with our information management procedures, guidance and protocols.
2. Everyone is personally responsible for the effective management of the information they create or use.
3. We will keep a record of business decisions.
4. We will ensure that information we create is accurate and fit for purpose.
5. We will ensure that our information management practices comply with all relevant legislation.