



## Policy Statement

Buckinghamshire and Milton Keynes Fire Authority (the Authority) recognises the need for an appropriate balance between openness and confidentiality in the management and use of data and information and the importance of this data being accurate and available, as a fundamental requirement for the prevention of injuries and deaths.

## Statement of principles

The Authority will establish and maintain procedures to ensure compliance with legislation for the management of information, such as the General Data Protection Regulation, the Data Protection Act and Freedom of Information Act.

Good practice will be achieved by:

- determining what information should be created and retained by each of its department through the establishment of records (i.e. information) retention and disposal schedules for all the Authority's information assets. This will assist in controlling the quality and quantity of the information generated and ensuring that records are retained for only as long as required and no longer.
- verifying the provenance of all data and information held to assure it's accuracy. - If there is a challenge to the accuracy of any information held this will be investigated and, if necessary, the information will be corrected and, where the information has been shared with others, they will be notified so that their records are also amended.
- recording the destruction of data and information in conjunction with the records retention and destruction schedules.
- selecting appropriate corporate systems for the retention of records which ensure all appropriate records and related data (i.e. metadata) are captured and held securely and made accessible to authorised personnel only.
- developing appropriate "finding" aids such as classification schemes and indices to facilitate the retrieval of data and information.

The availability of complete, accurate and timely data and information reduces uncertainty and risk and is important in supporting front line operations, performance measurement, informing business planning and accountability, reporting to the public, the Authority and government departments and sharing with other organisations to assist in preventing and detecting crime and providing you with the services you want.

Non-confidential information will be made available through a variety of means including the Authority's website.