



“An Excellent Authority”

**Service Policy No. STRPOL09
Information Governance &
Security Policy**

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Document Control

Active date	Review date	Department	Author	Editor	Publisher
25 th May 2018	March 2019	Strategy & Performance	Julie Yare	Information Security Forum (ISF)	Jackie Sutton

Legislation

Title	
Data Protection Act 1998 GDPR 2018 Freedom of Information Act 2000 Protection of Freedoms Act 2012 Human Rights Act 1998	

Amendment History

Version	Date	Author	Reasons for Change
1	October 2013	Julie Yare	Combined Information Governance, Data Protection & Security Policy.
1.1	November 2014	Julie Yare	Extra Information inserted to note SI 0725 and 0433
1.2	July	Deb Appleton	Extra Si numbers added
1.3	September 2016	Julie Yare	Review and update
1.4	April 2017	Julie Yare	Review and update
1.5	October 2017	Julie Yare	Updated to reflect actions taken for GDPR.
1.6	March 2018	Deb Appleton	Annual Review and update for GDPR

Equalities Impact Assessment

Initial	Full	Date	Reviewed by	Comments
X		09.05.07		
JY	YES	July 2013	Wendy Kenyon	

Civil Contingencies Impact Assessment

Date	Reviewed by	Comments

Distribution List

Name	Position	I/R
		I
Senior Management Group		R

Sign-Off List

Name	Position
Senior Management Group	

Related Documents

Ref No.	Title	Author	Version & Date
SI 0435	Protection of Personal and Business Sensitive information	J. Yare	1.5
SI 0437	Freedom of Information Requests/Publication Scheme	J. Yare	1.3
SI 0725	Closed Circuit Television (CCTV) use Operated by MFRA	J. Crimmins	1.3
SI 0759	Destruction of Information Assets (including Protectively Marked Information)	J. Crimmins	2.3
SI 0687	Preparing and transferring records to storage in the Archive Store, Vesty building	J. Crimmins	3.2
ICTPOL03	Acceptable use policy	Bernie Kenny	
SI0730	Internet Access & Usage	Bernie Kenny	
SI0703	Email	Ed Franklin	
SI0699	Using Social Media	Deb Appleton	

Target audience

All MFS	x	Ops Crews		Fire safety		Community FS		Support Staff	
Principal off.		Senior off.		etc.		etc.		etc.	

Ownership

FOI exemption required?	Yes		URL	
	No	x	Reason	



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Information Governance & Security Policy

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1. Policy Introduction and Background

Information and data are necessary for Merseyside Fire and Rescue Authority (MFRA) to comply with its statutory duties and to arrange and provide services for the citizens of Merseyside and visitors to the area.

All Members, employees, contract and temporary workers and volunteers have a responsibility to ensure that information and data are managed properly and are secure and safeguarded from inappropriate release, modification or misuse.

This includes the associated supporting technology.

Information Governance is the way in which we bring together all of the requirements and standards that apply to the handling of information on all media. This ensures that the organisation and individuals have information that is accurate, meets legal requirements, is dealt with efficiently and is secure. It satisfies the information security principles of Confidentiality, Integrity and Availability.

The Authority will process personal data in line with the requirements of the general Data Protection Regulation (GDPR) from 25th May 2018 and will take all steps necessary to ensure compliance with that Regulation. The GDPR requires public bodies to appoint a Data Protection Officer and this role is performed for Merseyside Fire and Rescue Authority by the Monitoring Officer and Solicitor to the Authority, Janet Henshaw.

2. Policy Explanation

The objective of this Information Governance, & Security Policy is to protect MFRA's information and data assets¹ from all threats, whether internal or external, deliberate or accidental, to ensure business continuity, minimise damage and maximise the Authority's ability to deliver services by bringing together all of the requirements, standards and best practice that apply to the handling of information. It has four fundamental aims:

- To support and promote the effective and appropriate use of information to deliver services;
- To encourage responsible staff to work closely together, preventing duplication of effort and enabling more efficient use of resources;
- To develop support arrangements and provide staff with appropriate tools and support to enable them to discharge their responsibilities to consistently high standards and to

¹ This includes data & information printed or written on paper, stored electronically, and transmitted by post or electronic means, stored on tape or video, spoken in conversation.

ensure statutory obligations are met;

- To enable the organisation to understand its own performance against its objectives.

Information Governance and security includes compliance with:

- The General Data Protection Regulation
- Freedom of Information Act 2000
- Protection of Freedoms Act 2012
- Environmental Information Regulations 2004

It encompasses:

- Information Sharing
- The Confidentiality Code of Practice
- Records Management
- Information Quality Assurance
- Information Security
- Information Governance Management
- Risk Management
- Protective Security

Scope

The scope of this Information Governance & Security Policy covers all MFRA information and data held in any format and in any location including that held and used by Partner Organisations delivering services on behalf of the MFRA.

Policy

It is the policy of MFRA to ensure that:

- Information and data are protected from the loss of confidentiality², integrity³ and availability⁴.
- Legislative and regulatory requirements are met⁵.
- Business continuity plans are produced, maintained and tested.
- Information security awareness training is made available to all employees and Members.
- All breaches of information and data security, actual or suspected, are reported as soon as possible to the Data Protection Officer (the Monitoring Officer and Solicitor to the Authority), and investigated by the Senior Information Risk Owner (SIRO); the Director of Strategy & Performance. The Data Protection Officer is required to report such breaches to the Information Commissioner within 72 hours.
- All Strategic Management Group members and heads of department are responsible for implementing the Information Governance & Security Policy within their respective business areas.
- It is the responsibility of each member, employee, contract and temporary workers and volunteers to adhere to this policy and associated Service Instructions.

² Confidentiality: ensuring that information is accessible only to authorised individuals.

³ Integrity: safeguarding the accuracy and completeness of information and processing methods.

⁴ Availability: ensuring that authorised users have access to relevant information when required.

⁵ Includes legislation such as the General Data Protection Regulation, Freedom of Information Act 2000 and the Computer Misuse Act 1990.

3. Policy Implementation

This Policy relates to the following Service Instructions and Policy.

SI 0435 Protecting Personal and Business Sensitive Information.

SI 0437 Freedom of Information requests and Publication Scheme

SI 0725 Closed Circuit Television (CCTV) use Operated by MFRA SI 0759 Destruction of Information Assets (including protectively marked document)

SI 0687 Preparing & Transferring Records to Storage in RM Archive Store Vesty Building.

SI 0829 Processing Vulnerable Person Data

SI 0433 Retention Schedule and applying retention periods to information.

ICTPOL03 Acceptable use policy

SI0703 Internet Access and Usage

SI0699 Using Social Media

SI0730 Email

SI0816 Protective Marking

SI 0818 Personnel Security