

INFORMATION MANAGEMENT POLICY

Science Museum Group, 2020

Version 2

Approved Date: 2020-10-22

Review Date: on or before 2025-10-21

INTRODUCTION

Information Management is a core function, it is as important to the achievement of The Science Museum Group's mission and vision as any other tangible asset. Information assets may be records, files or data in paper or digital form. To collaborate well, operate effectively and create great experiences for our audiences, information management, stewardship and access is critical.

POLICY STATEMENT

The Science Museum Group is committed to achieving a culture of compliant and effective information management in which there is a shared group-wide understanding that information is a critical asset.

The Science Museum Group aims to maximise the value of the information it holds by ensuring that it is:

- obtained fairly and lawfully;
- recorded accurately and reliably;
- used effectively and ethically;
- held safely and securely;
- shared appropriately and lawfully; and
- only retained as long as it is needed, then disposed of appropriately.

It is a key requirement of the Science Museum Group's approach to information that it is protected from internal and external threats whether intentional or accidental. To achieve this aim, The Science Museum Group will seek to ensure that:

- information is protected against unauthorised access;
- confidentiality is clearly understood and maintained;
- regulatory and statutory requirements are met;
- information security training is provided to all staff;
- breaches of information security are investigated efficiently and effectively; and
- business continuity plans are implemented, tested and kept under review.

The Science Museum Group will match information risk (and therefore sensitivity) to information security.

The Science Museum Group will adopt a digital first principal for information. Primary records will be held in digital format, with residual paper records held appropriately and digitised over time as resources allow.

ROLES AND RESPONSIBILITIES

1. Information Management Group

The responsibilities of the Information Management Group are to:

- Develop group-wide information management policy and delivery roadmap with regular reviews of progress;
- Develop an Information Management Assurance Framework.
- Initiate and monitor through to delivery various projects necessary to ensure compliance with the Information Management Assurance Framework, subject to existing SMG project approval processes;
- Identify and monitor key risks, ensuring appropriate mitigating actions are assigned, resourced and progressed according to timetable;
- Establish categories of information assets and appoint senior level individuals as information asset owners to look after specific information assets;
- Review the Information Asset Register and commission reports from owners on a regular basis to provide assurance on the accuracy and completeness of information held; and
- Act as advocates for good information management, ensuring that a programme of internal communication and training is developed and rolled-out on an on-going basis so that all staff are aware of their responsibilities;

2. Information Asset Owners

Information Asset Owners are responsible for:

- Identifying the information assets held and who can access them;
- Ensuring that information is captured in The Science Museum Group's information asset register;
- Regularly reviewing the completeness and accuracy of their information;
- Reporting periodically to the Information Management Group to provide assurance on how well they are managing their information;
- Ensuring a clear retention schedule is in place for their information and that assets are regularly reviewed;
- Ensuring their information is appropriately classified;
- Ensuring full use is made of their information, that it is appropriately shared and understood, so that The Science Museum Group benefits from all its information assets;
- Promoting a digital first approach wherever possible; and

- Being aware of potential risks to information assets reporting any concerns, e.g. data breaches, and ensuring that business continuity plans are implemented, tested and reviewed.

3. *All Science Museum Group employees and contractors*

Science Museum Group employees and contractors are responsible for:

- Familiarity with and adherence to The Science Museum Group's Information Management Policy and related guidance and procedures;
- Managing information with care, reducing risks to data wherever possible;
- Regularly reviewing records held and considering their long-term value;
- Securely disposing of any information which is no longer required, in either paper or electronic format;
- Making sure all information is classified appropriately; and
- Reporting any potential data breaches or cybersecurity risks.

REGULATORY FRAMEWORK

The Science Museum Group's regulatory and statutory obligations include but are not limited to those set out in the:

- Public Records Act 1958 (as amended) which relates to management and retention of public records held by The Science Museum Group;
- General Data Protection Regulation 2016 and Data Protection Act 2018 which relate to how The Science Museum Group holds and uses information relating to living individuals;
- Electronic Communications and Privacy Regulations 2003 which relates to how The Science Museum Group uses client contact details for marketing;
- Freedom of Information Act 2000 which relates to The Science Museum Group's obligations to release information at the request of the public;
- Payment Card Industry Data Security Standard;
- all relevant Health & Safety legislation which relates to The Science Museum Group's obligations around the health and safety of our staff, contractors and third parties;
- Cabinet Office guidance; and
- ISO 270001 Certification on Information Security and Cyber Essentials compliance.

ASSOCIATED POLICIES

This policy will form part of the Science Museum Group Information Management Assurance Framework in conjunction with other relevant policies and procedures in force, which can be found on the intranet.

MONITORING

Compliance with the policies and procedures laid down in this document will be monitored by the Information Management Group together with independent reviews by internal and external audit on a periodic basis. The IMG will also ensure that the monitoring, revision and updating of this Policy will take place on a 5 yearly basis or sooner as the need arises.