

Appendix 1 – IM Principles

Information acquired by any part of the City Corporation becomes an asset for all the organisation.

Information will be open, transparent and available across the organisation. Our staff are custodians of our information assets. We only restrict information for legal, commercial or privacy reasons.

Information is stored securely once and kept up to date while needed and safely disposed of afterward.

We will educate, encourage and enable staff to store a single version of information that can be added to and amended. We will discourage duplication and encourage information reuse and repurposing. We will insist on safe disposal of information when no longer needed.

We share information appropriately across the organisation, with partners and with the public.

We will enable staff to easily share our information by developing common standards and processes.

Authorised people have easy access to information and to the tools and skills to get the most out of it.

We will provide the information required – securely, quickly, easily, accurately, conveniently, consistently, and transparently. Systems will be procured, designed and developed to enable effective information sharing, analysis and presentation.

We promote the culture and leadership needed to look after, share and use information wisely.

We will develop and nurture new information management values and behaviours, including a drive to continually improve based on experience and research. We will encourage an approach of curiosity and challenge in the use of our information. Departments will be given the skills and capability to lead and champion this ambition.