

# Information Governance Policy

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Information is a vital asset to the efficient management of services and resources. It plays a key part in governance, service planning and performance management. It is of paramount importance, therefore, that information is efficiently managed and that appropriate policies, procedure, management accountability and structures provide a robust governance framework for information management.

This Information Governance (IG) Policy provides an overview of the Cornerstones Foundation's approach to information governance; a guide to the procedures in place and the details about the IG management structures within the Cornerstones Foundation.

## Approach to Information Governance

The Cornerstones Foundation undertakes to implement information governance effectively and will ensure the following:

- Information will be protected against unauthorised access
- Confidentiality of information will be assured
- Integrity of information will be maintained
- Information will be supported by the highest quality data
- Regulatory and legislative requirements will be met
- Business continuity plans will be produced, maintained and tested
- Information governance training will be available to all employees and volunteers as necessary to their role

All breaches of confidentiality and information security, actual or suspected, will be reported and investigated and appropriate action will be taken, which may result in disciplinary action leading to dismissal. A primary aim from such investigations is to ensure that the Foundation learns and puts an action plan in place to amend procedures to address identified areas.

## Procedures in place within the Cornerstones Foundation

The Information Governance Policy is underpinned by the following procedures:

- General Data Protection Regulations policy and procedure that sets out how information will be created, used, stored and disposed of
- Access control procedures that sets out procedures for the management of access to computer-based information systems
- Business continuity Plan that sets out the procedures in the event of a security failure or disaster affecting computer systems

## Responsibilities and Accountabilities



The Board of Trustees, delegated to the Chief Executive or Chair or Acting Chair, have overall responsibility for Information Governance.

The key responsibilities of the Information Governance Lead are:

- Developing and implementing IG procedures and process for the Cornerstones Foundation
- Raising awareness and providing advice and guidance about IG to all employees and volunteers
- Ensuring that any training made available is taken up
- Co-ordinating the activities of employees and volunteers given data protection, confidentiality, information quality, records management and Freedom of Information responsibilities
- Monitoring information handling in the Cornerstones Foundation to ensure compliance with law, guidance and practice procedures

The Board of Trustees are responsible for ensuring that sufficient resources are provided to support the effective implementation of IG.

All employees, volunteers and contractors are responsible for ensuring that they are aware of and comply with the requirements of this policy and the procedures and guidelines produced to support it.