

The Lomond Clinic Information Management Policy

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Policy Statement

The Lomond Clinic regards information and knowledge as valuable assets, critical to delivering its mission. We shall provide robust information management arrangements, including all aspects of information risk and security, to ensure information (in all its forms; including records, data, documents or of any media type) and all forms of knowledge is identified, valued, secured, preserved, easily retrieved and reused for the Company.

We shall establish and maintain suitable means of storing information for re-use at the point of work whilst also protecting information and associated technology to ensure the Company meets it's legal and proliferation-sensitive obligations. Any known loss of information shall be reported and investigated accordingly.

Commitments

We shall be a company that;

- Has in place a risk based approach to the management of information throughout its lifecycle and in accordance with quality and value added to the Company.
- Ensures information management arrangements give due attention to security, protection, usability, retrievability, preservation, environmental and cost issues in order to make the right information available through a knowledge sharing and learning culture.
- Ensures compliance with all legal and regulatory requirements relating to the retention of information including long term preservation (physical and digital).
- Maintains a business ownership model for all information assets, with clearly defined roles and accountabilities, to ensure critical information assets are effectively controlled, leveraged, and optimised for the benefit of the Company.
- Promotes an effective information management culture, including information security, through the continued delivery of awareness and training.
- Supports the move from systems and processes primarily underpinned by paper to a compliant electronic environment in accordance with BS 10008 (Evidential Weight and Legal Admissibility of Electronic Information).
- Ensures that information management principles are incorporated in the design of new or upgraded processes and systems utilising appropriate automation of workflows to provide a timely and accurate single source of data.
- Rationalises and optimises information systems to a strategic enterprise level blueprint based on an integrated set of best-in-class (functional capability) systems and sourced, where possible, from industry standard packaged solutions.
- Treats personal information lawfully and correctly, in particular adhering to the Eight Principles of Data Protection, contained in the Data Protection Act 1998.
- Information on computer is password protected, and paper information is secured in locked cabinets.