

Information Management Policy

This high-level policy statement defines the commitment of CDS to manage information in a professional manner, so as to provide the necessary accountability and assurance to stakeholders; it is supported by a framework of detailed data, information and records policies. It is CDS policy to:

- 1 make information available to those with a business need to see it
- 2 take appropriate measures to protect information, including personal information, which cannot be shared for reasons of security or privacy
- 3 assess and manage risks to the confidentiality, integrity, availability and authenticity of information
- 4 ensure that information created, collected and stored is proportionate to the business need, and is retained only for as long as it is needed
- 5 ensure information is of the appropriate quality, and in the appropriate media, to support business needs
- 6 create an information literate culture, where all staff recognise that information is everyone's responsibility and have the skills, confidence & commitment to effectively manage information according to the requirements of their role
- 7 comply with all relevant statutory, regulatory & contractual requirements
- 8 assign to appropriately skilled individuals' clear responsibilities for creating, maintaining and promoting detailed information policies, standards, procedures and guidelines, and for monitoring compliance with these
- 9 annually review and set a series of Information Management objectives
- 10 maintain an EIMS (Electronic Information Management System) consistent with BS 10008

The approval and effective implementation of this policy is the responsibility of the CDS Board, with day to day responsibility delegated to the Chief Operating Officer.

This Information Management Policy is reviewed annually or at any other time that is deemed necessary by the Company's operational needs.



Fergus Bailie
Chief Executive Officer