

Information Security

Policy

Greater Manchester Police

5th November 2014



Table of Contents

1. Policy Statement	1
1.1 Aims.....	1
2. Scope.....	2
3. Terms and Definitions	2
4. Associated Documents.....	2
5. Consultation & Statutory Compliance	3
5.1 Consultation	Error! Bookmark not defined.
5.2 Statutory Compliance	3
5.2.1 Data Protection Act (1998)	3
5.2.2 Freedom of Information Act (2000).....	3
5.2.3 Equality Act 2010	3

1. Policy Statement

This policy provides the foundation of Information Security and the way that those affected by this policy should act. It is the responsibility of each individual to deal with information correctly and ensure the use of the information provided by GMP's information systems and applications is appropriate. Communication and information plays an essential role in policing, supporting us in communicating with colleagues, partners, the public and other stakeholders.

However, inappropriate use of information and information systems can compromise the integrity of GMP and jeopardise the prevention and detection of crime. Inappropriate use of GMP Information Systems can also result in disciplinary action and dismissal for the individual concerned.

For the purpose of this policy, information systems and applications include, but are not limited to:

- Workstations and laptops;
- Servers;
- Transportable media e.g. USB Pen Drives, CDs;
- CCTV images (including Body Cameras)
- Telephones (land-line and mobile) and email;
- Faxes;
- Airwaves radios and telephone; and
- iPads, tablet devices and Blackberries

GMP expects all use of electronic communications and Information Systems to conform to the highest professional standards:

- To be accurate, complete and timely;
- To be adequately secure;
- To be shared only when appropriate;
- To be in accordance with legislative requirements, Government guidelines and good practice;
- To avoid behaviour, actions, language or images which could be considered to be discriminatory or offensive to an individual or group of people.
- Only use transportable media when absolutely essential. It should not be used as a matter of course.

1.1 Aims

This policy aims to protect the confidentiality, integrity, availability and security of information received, created and stored by GMP, its information technology systems and all forms of electronic communications. This, in turn, aims to maintain and protect the Force's reputation, support operational policing and build public confidence.

2. Scope

This policy applies to anyone who accesses GMP Information Systems. This includes:

- Police officers;
- Police staff;
- Contractors working for and on behalf of GMP;
- GMP volunteers;
- Visiting police officers and staff;
- Partners with access to the GMP network;
- Third party suppliers;
- Researchers; and
- Work experience students.

3. Terms and Definitions

Standard terms are used within this policy document.

4. Associated Documents

Internal

Information Assurance Strategy

Appropriate Use of Electronic Communications & Information Systems Procedure v3.0

Data Protection Policy

Greater Manchester Police Government Protective Marking Scheme (GPMS) Procedure

3ami Monitoring and Auditing System Policy

Authorised Professional Practice – Information Management

Media & Social Media Communications Policy & Procedure

Airwave Policy & Procedure

Making Connections Toolkit, Corporate Communications Branch

External

[Computer Misuse Act 1990](#)

[Data Protection Act 1998](#)

[Human Rights Act 1998](#)

[Equality Act 2010](#)

[Freedom of Information Act 2000](#)

[Regulation of Investigatory Powers Act 2000 \(RIPA\)](#)

[NPIA Code of Practice \(CoP\) on the Management of Police Information \(MoPI\) July 2005](#)

[NPIA Guidance on the Management of Police Information \(MoPI\) Second Edition 2010](#)

5. Consultation & Statutory Compliance

5.1 Statutory Compliance

5.1.1 Data Protection Act (1998)

The policy document complies with the Data Protection Act 1998 and in conjunction with associated documents set out controls in place for all in Scope accessing the GMP network.

5.1.2 Freedom of Information Act (2000)

Upon request under the Freedom of Information Act 2000 this policy document is eligible to be assessed for disclosure and, where possible, exemptions from disclosure will be utilised to prevent disclosure.

5.1.3 Equality Act 2010

This policy document has been considered in the context of the General Equality Duty and applies equally to all in Scope, whether or not they share protected characteristics.