

INFORMATION MANAGEMENT POLICY

1. Purpose and Context

- 1.1 This policy sets out a framework and a set of principles covering use of information at Cambridge Museum of Technology, to ensure that all information is accurate, accessible, secure and relevant.
- 1.2 The Information Management Policy and practices must support the overall mission of the Museum, which is as follows:-

Our building, together with our engineering and technology collections, makes us unique, not only in Cambridge, but also in the world. Our mission is to preserve and display the industrial heritage of Cambridge. We sustain, conserve and develop our museum by promoting education and research inspiring enjoyment for our visitors and members fostering engagement of our community with all our activities. We will achieve our mission through our core of experienced and knowledgeable volunteer support, working to the highest possible standards in everything we do. Our vision is:-

- To be a focal point for education, enjoyment and engagement in our local area.
 - To be firmly established and recognised in the community of Cambridge museums.
 - To become a national and international cultural contributor in our exploitation of our unique building, site and collection.

1.3 The Museum is governed by a Board of Trustees, which is the approval and change authority for all policies. The Board of Trustees is supported by a Management Board, which manages operational activity on behalf of the Trustees.

1.4 This policy has been agreed by the Board of Trustees on 24th November 2011 and remains effective until such time as that Board of Trustees agree to amend, nullify or replace it.

2. Scope

- This Policy:-
- 2.1 applies to all information stored, handled and disseminated by the Trustees, Management Board, Members and Volunteers at Cambridge Museum of Technology. It also applies to suppliers, contractors and other agents working on behalf of, or under contract to, the Museum;
- 2.2 covers all paper, card, digital, multimedia and displayed information, including photographs, the Museum's website and publications; including accession and cataloguing data, exhibit labels and background information, industrial archaeology and technical manuals and publications, and all written material developed for sale, publication, education or publicity;
- 2.3 encompasses information handling, information technology usage, web and email communication, and records management. It is supported by a File Plan, an Information

Technology Plan and procedures for documentation, website editing, communication etc;

- 2.4 reminds us of the statutory and other mandatory policies and practices to be observed in this area, such as Data Protection, statutory information returns and computer misuse. These may be the subject of further specific, detailed policies;
- 2.5 clarifies matters of intellectual property and its ownership;
- 2.6 operates in conjunction with:-
 - Data Protection Policy
 - Acquisition and Disposal Policy
 - Any other policy involving the storage and retention of information.

Compliance with this policy will in turn facilitate compliance not only with information-related legislation (specifically Fol 2000, Environmental Information Regulations 2004 and DPA 1998) but also with any other legislation or regulations (including audit, health and safety, equal opportunities and research ethics) affecting the museum.

3. Principles

- 3.1 All information held at, processed by and published by CMT belongs to the organisation unless explicitly agreed otherwise or already legally owned by a third party for whom we are storing or processing it.
- 3.2 The policy will be followed by all Trustees, Members and Volunteers in carrying out CMT activities.
- 3.3 Records are a museum asset and are an essential source of organisational and historical information. They are vital to the current and future operations of the Museum. The effective management of these records is necessary to support core functions, comply with legal and regulatory obligations and to ensure our documentary heritage as well as contributing to the effective overall management of the museum.
- 3.4 All record keeping, information technology usage and publication activities will adhere to the current version of the File Plan. Therefore, at any given time, everybody knows or can ascertain where a certain type of information is held and who is responsible for it.
- 3.4 All use of Information Technology will be in accordance with the I.T. Plan and the File Plan as agreed and monitored by the Board of Management.
- 3.5 The policy supports the museum's mission by ensuring
 - responsiveness and credibility by being able to produce information and publish material speedily and accurately
 - professionalism and efficiency through effective record keeping and information handling.
 - compliance with statutory and formal requirements to supply information
 - probity and confidentiality, by ensuring that information is held securely and reliably.
 - consistency with museum sector best practice e.g. Spectrum standard.

- management information is available to help us develop quality services and products, identify and share skills, and market and publicise our museum more effectively.
- good practice in records management across the Museum
- that the Museum fulfils its corporate and legal responsibility to maintain its records and record keeping systems in accordance with the regulatory environment
- that those records vital to the operation of Museum are identified and preserved
- that any scheduled records are protected and kept in a secure environment.

4. Implementation and Operation

- 4.1 All trustees, staff, members and volunteers must be made aware of the policy.
- 4.2 At any point in time, one person will be designated as information management coordinator, responsible to the Board of Management for the upkeep of the File Plan and ensuring that the organisation is following procedure re information disposal, for example.
- 4.3 In the absence of the designated person, then in the event of any uncertainty about non-trivial issues, statutory information or in case of a disagreement, then a member of the Board of Trustees must be consulted.
- 4.4 When new forms of information or new systems are identified, the designated coordinator at the time must be informed so that the File Plan can be updated.
- 4.5 Before any non-ephemeral records are deleted or destroyed, an assessment of their long term value must be made, so that any disposal is properly conducted and documented.
- 4.6 More detailed guidance will be available, for example the Documentation Manual describing how cataloguing is done and the use of Catalyst. Trustees, staff, members and volunteers will be provided with such guidance and appropriate training where necessary.
- 4.7 In order that the policy remains effective, everybody involved must return information, including photographs and other visual media, if they are on a physical medium rather than digital, to its allotted place, be it filing cabinet, shelving or cupboard, in order that others can find it when they need it.
- 4.8 Detailed application of the Policy will be in line with national and sector standards and best practice (e.g. Spectrum), including data standards, as far as reasonably possible.

5. Changes to the Policy

- 5.1 The policy may be changed only by agreement of the Board of Trustees.

Approved by the Trustees 24th November 2011

Review Date: November 2012