University of BRISTOL

Information Strategy Principles
IGP-09

Summary	
This document establishes a set of clear information strategy principles to be used to guide decision-making processes across the University, both at the level of individual projects, programmes and local requirements, and also in relation to the University's use of information more generally.	
Scope	
The principles apply to all staff and areas of the University, across all of its functions and operations.	

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Introduction:

The need for a set of clear information strategy principles to inform and guide decision-making processes, both for individual programmes and projects, and also in relation to the University's use of information more widely, has been identified. The below set of principles have been created and approved by the Information Governance and Security Advisory Board, and by the University IT Committee. The principles must be observed and applied by all staff and areas of the University, across all functions and operations.

Principles:

• **Transparency** - using information to increase trust with the University's staff, students and other stakeholders

• **Enabling** - using information effectively to support the University's wider vision and strategy

• **Discoverability** – information should be named, tagged and stored in such a way that makes it easy to retrieve

• **Integrity** - ensuring information is of a consistent high quality across the University and that information is used and represented honestly by all

• **Ownership** - ensure that all information created or held by the University has a designated owner and is appropriately managed

• **Digital by default** - adopting a "digital by default" approach to information management

• **Value** - recognising the importance of the University's information assets and ensuring that maximum value is obtained from them

• **Security** - ensuring that confidential information is handled safely and securely at all times

• **Collaboration** - easily and securely sharing relevant information with external partners

• **Preservation** - ensuring the University's key information assets are protected and accessible for as long as required

• **Accessibility** - ensuring that staff and students are able to securely access the information they require, whenever and wherever they are

• **Embedded** - ensuring good information management practices are ingrained and followed across the University

• **Minimisation** - aiming to hold the least possible amount of information required to operate effectively, to improve efficiency, storage pressure and to mitigate risks

• **Governance** - ensuring there are clear structures and processes in places for managing information, with senior level ownership

Document History

Version	Author / Primary reviewer	Details of changes	Date	Approved by	Approved date
d0.1 Draft	Information Governance Manager	Initial draft	September 2016		
d0.2 Draft	Information Governance Manager	Amends to initial draft	November 2016	IGSAB – with minor amendments	17/11/2016
v1.0 Approved	Information Governance Manager	IGSAB comments incorporated	November 2016	University IT Committee	17/05/2017
v1.1 Approved	Information Governance Manager	Minor drafting amendments for publication	July 2018	University IT Committee	17/05/2017