



**BRITISH
TRANSPORT
POLICE**

HR POLICY STATEMENT

ADMINISTRATION & SYSTEMS

Keeping it in confidence

Why are we doing this?

We need to collect and keep a wide range of data about the people who work for BTP to increase efficiency and add value for money through high quality management information. We also need it so we can assist those people with a variety of things – their learning and career development, for example.

But we are absolutely committed to ensuring that any information we hold is accurate, fully up-to-date and that the way we keep it adheres to the spirit as well as to the letter of the Data Protection Act 1998.

How will it work?

First, we will make sure we achieve full compliance with the Data Protection Act; we will work closely with the Information Compliance Department to make sure this happens.

We will also make sure that any information that managers collect about their people is accurate and up-to-date. But it is also important that everyone who works for BTP takes responsibility for the accuracy of any information they provide, and that they check it regularly.

We will look for improvements to reduce ad-hoc information systems to establish a single data source. This will allow full integration with other internal systems.

Who does this policy affect?

Everyone – all officers and staff. We'll also expect organisations who supply staff and services to fully embrace the spirit of what we want to achieve, even if they have their own administration and systems policies and practices.

Where to go for help and advice

If you have any questions about this policy and how it affects you, talk to your Human Resources Department or the Apollo team at FHQ.