



POLICY INFORMATION	
Title	G and H Drive Policy
Version	V.1.5

POLICY OWNERSHIP	
Policy Sponsor	Director of Strategy and Change
Policy Owner	Head of Information Management
Policy Author	Force Records Manager

British Transport Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. If you have any queries relating to this policy please write to: **Information Governance Unit British Transport Police 2nd Floor, 3 Callaghan Square Cardiff, CF10 5BT** or email: FOI@btp.pnn.police.uk

Purpose of the Policy

This policy provides the standard operating procedures in which all staff are required to apply to when managing their electronic records stored on both the shared drive (G: drive) and personal drive (H: drive) in line with legislation and guidance.

Who does this policy apply to

This policy applies to all BTP employees, volunteers, members of other agencies and those acting as our servants or agents who have authorised access to BTP information and also applies to all BTP employees who are authorised to home work or work away from the office environment e.g. conferences, hotels etc.

The document is applicable in England, Scotland and Wales

Principles

- BTP has obligations under the Management of Police Information (MoPI) guidance as well as the Data Protection Act and Freedom of Information Act, to ensure information is managed appropriately and retained lawfully. Everyone in BTP has a responsibility to ensure BTP meets its obligations.
- Shared drives (known as our G: drive) must be used to store documents and records created as part of our work duties. The purpose of a shared drive is to allow your team to access the information if required.
- Our personal drive (known as our H: drive) is used for our personal work-related records; for example, storing personal expense claim forms, documents relating to your employment or your staff, that are not suitable to be placed on the shared drive.
- Where possible, folder structures for departments should sit on the same G: drive. This is to ensure that the head of the department has complete oversight of the records held and assists when records are reviewed or need to be located.
- Heads of departments/sub-divisional commanders must ensure that the information within the folders they own are reviewed on at least an annual basis, in line with guidance

on the Management of Police Information Guidance (MoPI) and the relevant retention schedules. Access permissions should also be reviewed – please refer to section 1.4. Reviewing can be delegated to managers/supervisors.

- When an individual notifies their supervisor that they will be leaving the Force, the supervisor will instruct the leaver to review the contents of their H: drive, deleting any documents no longer required and transferring anything that needs to be kept to the appropriate G: drive. Anything of a sensitive nature should be discussed with the supervisor to decide where this information should be saved.
- The scan folder on the G: drive is **not** for storing files. Scan folders are accessed by a wider pool of individuals, so other people will be able to access anything you scan into this folder. You must move your scanned item from the scan folder to your G: or H: drive. Please consider the security risk before scanning a document.

Monitoring and Review

The Force Records Manager is responsible for monitoring and reviewing this policy.

The Advisory and Audit Team within the Information Security Team will conduct audits on the G: drive to ensure the standards documented within this policy and procedures are being adhered to.