



## Information Sharing Policy

This policy defines how the Office of the Police and Crime Commissioner for Lancashire shares information, internally, with third parties and with the public, in order to ensure information is available for re-use, to encourage knowledge sharing and openness, and to comply with pan-government and legal requirements (e.g. Freedom of Information, Data Protection, Copyright Acts).

Our policy is to:

- where possible, send links to information rather than reproducing, or sending attachments in emails
- ensure that documents shared with third parties do not contain comments, tracked changes, or similar 'hidden' content
- recognise and protect Intellectual Property Rights when appropriate
- comply with the statutory access provisions of the Freedom of Information Act, Data Protection Act and Environmental Information Regulations
- proactively make information available to the public in accordance with the Home Office publication scheme
- proactively make information available for third party re-use by publishing in reusable forms and under enabling licensing conditions (in accordance with Public Sector Information regulations)
- share only the minimum of personal data needed to meet business purposes, and to do so in a secure manner compliant with relevant legislation
- check that information is presented in compliance with the Disability Discrimination Act