

HORIZON

NUCLEAR POWER

Information Management Policy

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Approvals Table

	Horizon Post	Printed Name	Signed Name	Date
Authored by	Head of IT Strategy & Development	John Fenwick		
Verified by	OE Director	Colin Ellam		
Reviewed by	Safety & Licensing Director	Anthony Webb		
Approved by	Chief Executive Officer	Duncan Hawthorn		

Revision History

Date	Rev No.	Summary of Changes	Ref Section	Purpose of Issue
March 2017	1.0	First Issue		

Information Management Policy

THE ACCOUNTABLE INDIVIDUAL FOR THIS POLICY IS
THE SAFETY & LICENSING DIRECTOR

Reason for this Policy

We put safety first in all we do to operate a safe, compliant business. Horizon's goal is to operate with streamlined processes to create a technology enabled business. This Policy sets out our commitment to operating a robust information management capability to ensure we have effective control of information security, technology and assets.

¹Horizon refers to Horizon Nuclear Power Wylfa Limited. Other companies in the Horizon Group may utilise the Horizon Management System (HMS) and in such a case this policy is applicable to staff working for or on behalf of those companies as well as Horizon.

Applies to

The content of this policy applies to all staff working for and on behalf of Horizon¹.

Policy Statement

We shall:

- Create an information management culture where employees take personal responsibility for managing information and are fully supported by their managers
- Manage information effectively as a strategic organisational asset across Horizon – by providing timely, appropriate, accurate and up-to-date information at the point of need
- Control information through a defined life cycle from creation, use and maintenance through to archive and retain only for as long as it is needed
- Assess and manage risks to the confidentiality, integrity and availability of information in compliance with all relevant statutory and regulatory requirements
- Ensure information is of the appropriate quality and in the appropriate media to support organisational needs
- Take appropriate measures to protect information², including personal information³, which require additional handling requirements
- Establish and maintain relevant arrangements to manage our information management needs and objectives
- Provide training and guidance to support good practice in information management
- Strive for excellence through continual improvement and sharing best practice, to enhance the safety, security, reliability and sustainability of our information management capability

Responsibilities

The responsible posts to deliver the primary activities covered by this policy are as follows:

Activity	Post
Knowledge & Information Management	Head of Information Technology Strategy & Development
Control of Formal Documentation and Management of Lifetime Records	Head of Information Technology Strategy & Development
Information & Communication Technology (ICT)	Head of Information Technology Strategy & Development

²eg Export Controlled Information (ECI); Sensitive Nuclear Information (SNI); Commercial etc

³Taking consideration of current Data Protection legislation

Responsibilities

The responsible posts to deliver the primary activities covered by this policy are as follows:

Activity	Post
Health and Safety Policy and Standards	Head of Health Safety and Environment & Emergency Preparedness
Environment and Waste Policy and Standards (Conventional)	Head of Health Safety and Environment & Emergency Preparedness
Nuclear Safety Policy and Standards	Head of Nuclear Oversight and Regulatory Affairs
Environment and Waste Policy and Standards (RSR)	Head of Nuclear Oversight and Regulatory Affairs
Management of Nuclear Safety	Head of Design Authority
Management of Conventional Health and Safety	Head of Construction
Management of Environment & Waste Management	Head of Environment & Waste Management
Management of Conventional Safety, Health and Environment for Oldbury Site	Head of Property