



An Garda Síochána

Policy Document

Enterprise Content Management

Effective Date	<i>[15th June 2017]</i>
Version No.	<i>[0.13]</i>
Approved by	<i>[Commissioner]</i>
Introduced by	<i>[HQ Directive 043 / 2017]</i>
Policy Owner	<i>[Assistant Commissioner, Executive Support and Corporate Services]</i>

Purpose

Enterprise Content Management (ECM) is a web-based solution, introduced to assist An Garda Síochána, for the purpose of storing, accessing, searching, and editing all electronic content under its control. The ECM system provides one single location to organise, classify and store all of An Garda Síochána's documents and other content which can be accessed directly from the desktop of GardaIS machines. ECM will replace existing local *file shares*.

ECM will:

- Provide enhanced file search capabilities.
- Provide increased security by allowing electronic file sharing and negating the need for external storage devices.
- Increase efficiency by sharing content through the distribution of "links".
- Improve control over access to content and provide full audit trails and version control.

Scope

This Policy and all associated documentation apply to all Garda and civilian members of staff of An Garda Síochána.

Policy Statement

An Garda Síochána will ensure that all electronic data is centrally and securely stored on the ECM system. The ECM system will be used for file management in An Garda Síochána.

Compliance with this policy and all associated documentation is mandatory.

Related Documents

1. Enterprise Content Management Procedures;
2. Enterprise Content Management Training Materials.

Additional related documents are listed in the procedures document.

Legal & Human Rights Screened

This document, and the procedures document, have been reviewed from a legal and human rights perspective. Guidance in the matter is detailed in the Procedures document under the heading "Legal & Human Rights Screening".

Code of Ethics

Everybody working in An Garda Síochána must be cognisant of the expectation on them, whilst carrying out their functions, to do so in a manner that reflects the values of the Code of Ethics. Guidance in this matter is detailed in the Procedures Document under the heading "Code of Ethics".

Review Date

This policy will be reviewed 12 months from its date of effect and every three years thereafter.