What is information management?
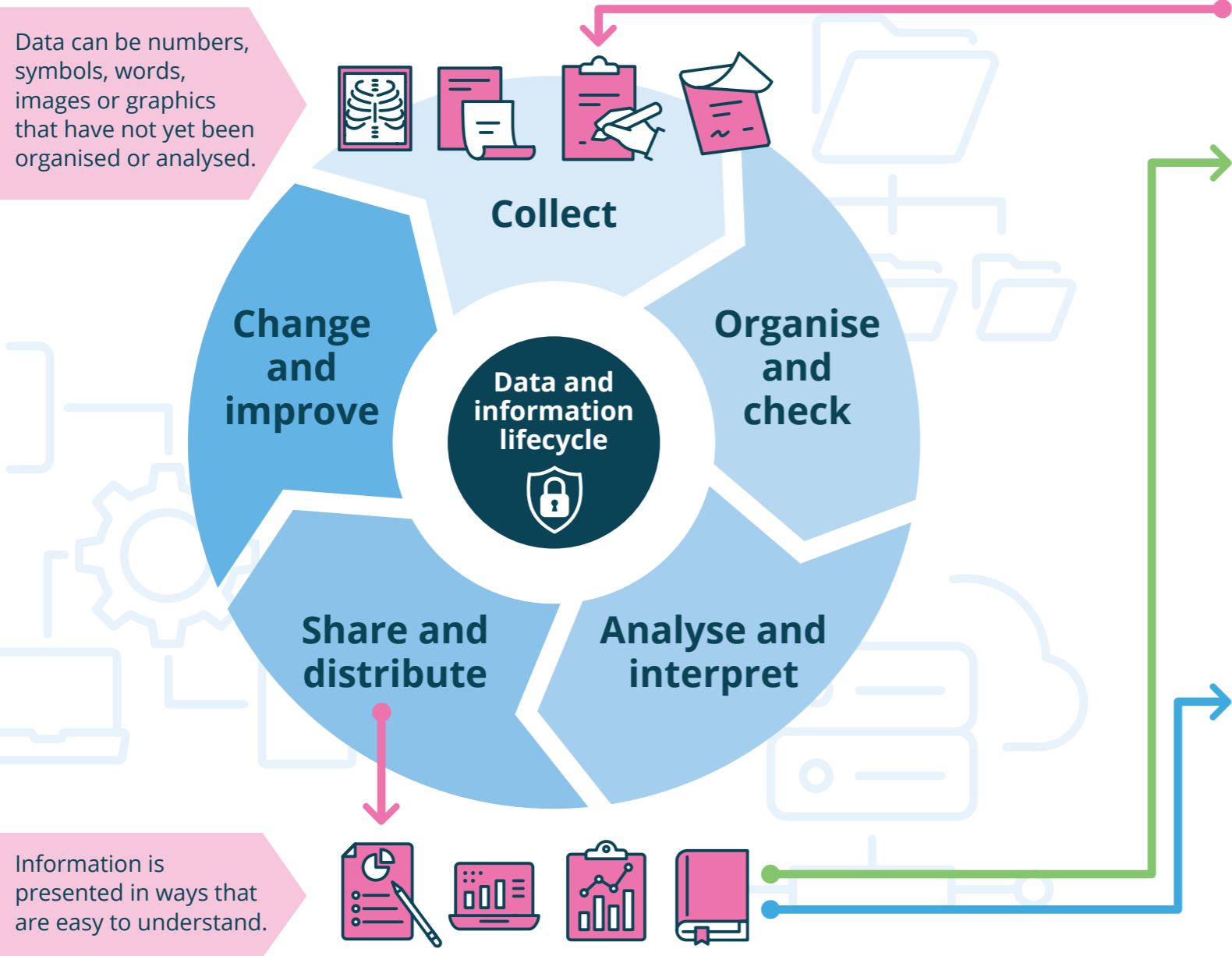
Before data becomes information, it goes through the following lifecycle:

Data can be numbers, symbols, words, images or graphics that have not yet been organised or analysed.

Collect

Organise and check

Data and information lifecycle

Change and improve

Analyse and interpret

Share and distribute

Information is presented in ways that are easy to understand.

How data and information are used

Primary use of information:
Use of a person's health information to inform their care.

EXAMPLES:

Individuals use their health information to make decisions on their own health and well-being, for example, managing a chronic (ongoing) condition.

Health and social care professionals use health information to decide on what care, support or treatment is best for the person.

Secondary use of information:
Re-using a person's information to help plan and manage health and social care services, inform public health, guide policy-making, and perform research.

EXAMPLES:

Healthcare organisations, such as hospitals, use information to manage services and plan for future needs with the aim of continuously improving quality of care and achieving better value for money.

National data collections use information to inform policy-making, improve public-health and undertake research to compare treatments and services.

Good information management will:

All health and social care professionals are responsible for managing information appropriately.

1 IMPROVE SAFETY AND WELLBEING
by promoting the use of accurate, relevant and timely data to inform good decision-making for both primary and secondary use.

2 BUILD TRUST
by adopting a 'rights-based approach' to information management by effectively engaging with individuals, groups and communities, and using information in a way that respects privacy and promotes equity.

3 PROMOTE BEST PRACTICE
by managing information in line with international best practice by following data security, data quality and data standards requirements.