

# Information Management Framework - Governing Policy

## 1. Purpose of policy

This policy establishes the framework for information management within the University. It outlines principles for effective data, information and records management throughout the information lifecycle, and the related authorities and responsibilities of staff.

## 2. Policy scope and application

This policy applies to all staff, consultants and/or contractors, and advisory boards working for or on behalf of the University.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

## 4. Policy Statement

The University of the Sunshine Coast is committed to a culture of managing data, information and records as valuable corporate assets which are created, used and shared effectively to advance the University's strategic priorities.

## 5. Principles

5.1 The University's data, information and records management processes reflect best practice standards and comply with relevant legislation and regulatory requirements.

5.2 The University's approach to data and information access is one of openness and transparency in carrying out its functions.

5.3 The University is committed to the responsible collection, retention and handling of personal and sensitive data and information.

5.4 The University demonstrates a commitment to maintaining a robust information security environment.

5.5 The University manages all information assets in a manner that enables accountability and return of value.

5.6 University data and information management roles and responsibilities are clearly defined.

## 6. Authorities

The following authorities are delegated under this policy:

### UNIVERSITY OFFICER/S

### ACTIVITY

Vice-Chancellor and President

'Principal Officer' in relation to Right to Information Act 2009 (Qld) and Information Privacy Act 2009 (Qld), responsible for the University's obligations under these acts. The Vice-Chancellor has delegated this authority to the Deputy Vice-Chancellor (Academic) and RTI and Privacy Officer.

In relation to Public Records Act 2002 (Qld), responsible for the University's records management. The Vice-Chancellor has delegated responsibility for the operational planning and running of information and records management to the Director, Information Services.

Deputy Vice-Chancellor  
(Academic)

'Review Officer' in relation to Right to Information Act 2009 (Qld) and Information Privacy Act 2009 (Qld).

### APPROVAL AUTHORITY

Council

### RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

### DESIGNATED OFFICER

Head, Information Governance

### FIRST APPROVED

22 September 2015

### LAST AMENDED

4 June 2018

### REVIEW DATE

22 September 2020

### STATUS

Active

RTI and Privacy Officer / Director, Information Services	<p>'Decision Maker' in relation to Right to Information Act 2009 (Qld) and Information Privacy Act 2009 (Qld).</p> <p>Responsible for the establishment and management of records management systems, policies and procedures to ensure effective information management and compliant recordkeeping.</p>
Information Management Committee	<p>Providing leadership, direction and strategic advice on the planning and delivery of the Information Management Strategy, Roadmap and Action Plan in alignment with the Planning Framework.</p>

END

#### RELATED DOCUMENTS

- Acceptable Use of ICT Resources - Governing Policy
- Acceptable Use of ICT Resources - Procedures
- Adopting Cloud-based Services - Procedures
- Conflict of Interest - Governing Policy
- Copyright - Governing Policy
- Data Management - Procedures
- Disposal of Digitised Records - Procedures
- ICT Security - Operational Policy
- Information and Records Management - Procedures
- Information System Operations - Procedures
- Intellectual Property - Governing Policy
- Intellectual Property: Commercialisation - Procedures
- Intellectual Property: Commercialisation Revenue - Procedures
- Intellectual Property: Student IP - Procedures
- Intellectual Property: Transfer of Rights to Creators - Procedures
- Research Data Management - Procedures
- Social Media - Operational Policy
- Social Media - Procedures

#### LINKED DOCUMENTS

- Data Management - Procedures
- Disposal of Digitised Records - Procedures
- Information and Records Management - Procedures

#### SUPERSEDED DOCUMENTS

- Right to Information - Governing Policy
- Records Management - Governing Policy
- Information Privacy - Governing Policy

#### RELATED LEGISLATION / STANDARDS

- Right to Information Act 2009 (Qld)
- Public Records Act 2002 (Qld)
- Queensland Information Standards
- Financial and Performance Management Standard 2009 (Qld)
- Financial Accountability Act 2009 (Qld)
- Information Privacy Act 2009 (Qld)
- Evidence Act 1977 (Qld)
- Electronic Transactions (Queensland) Act 2001 (Qld)