

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:

APPROVAL AUTHORITY
Council

RESPONSIBLE OFFICER
Vice-Chancellor and President

DESIGNATED OFFICER
Director, Information Services

FIRST APPROVED
22 September 2015

LAST AMENDED
4 June 2018

EFFECTIVE START DATE
28 September 2015

REVIEW DATE
22 September 2020

STATUS
Active

RELATED DOCUMENTS

Acceptable Use of Information Technology Resources - Governing Policy
Adopting Cloud-based Services - Procedures
Conflict of Interest - Governing Policy
Copyright - Governing Policy
Data Management - Procedures
Disposal of Digitised Records - Procedures
ICT Security - Managerial Policy
Information and Records Management - Procedures
Information System Operations - Procedures
Intellectual Property - Governing Policy
Research Data Management - Procedures
Social Media - Managerial Policy

SUPERSEDED DOCUMENTS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)