Information Management - Operational Policy

1. Purpose of policy

1.1 This policy underpins information management best practice within the University. It outlines the principles for effective data, information, records and knowledge management throughout the information lifecycle, and the related authorities and responsibilities of staff.

1.2 This policy must be read in conjunction with the linked Data Management – Procedures, Disposal of Digitised Records – Procedures and Information and Records Management - Procedures.

2. Policy scope and application

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

3. Definitions

Refer to the University's Glossary of Terms for definitions as they specifically relate to policy documents.

4. Policy Statement

4.1 The University is committed to a culture of managing data, information, records and knowledge, regardless of storage location, as valuable information assets which are created, used, and shared effectively to advance the University's strategic priorities.

4.2 Information management underpins every aspect and every activity of University operations. Information management initiatives are guided by UniSC Executive and the Data Analytics and Information Management Advisory Committee.

4.3 The University identifies and assigns accountable Information Custodians to ensure information assets are managed in compliance with relevant legislation, standards, and policies throughout the information lifecycle.

5. Principles

5.1 The University's data, information, and records management processes reflect industry best practice 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 creation, collection, handling, use, retention and disposal of its information assets.

5.4 The University demonstrates a commitment to maintaining a robust information and cyber 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

Vice-Chancellor and President

RESPONSIBLE EXECUTIVE MEMBER

Chief Operating Officer

DESIGNATED OFFICER

Chief Data Officer

FIRST APPROVED

22 September 2015

LAST AMENDED

4 September 2024

REVIEW DATE

8 December 2025

STATUS

Active

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UNIVERSITY OFFICER/S	ACTIVITY
Vice-Chancellor and President (VCP)	'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 VCP has delegated this authority to the Deputy Vice-Chancellor (Academic) and RTI and Privacy Officer (currently the Chief Data Officer). In relation to *Public Records Act 2002* (Qld), responsible for the University's records management. The VCP has delegated responsibility for the operational planning and running of information and records management to the Chief Data Officer.
Deputy Vice-Chancellor (Academic)	'Review Officer' in relation to *Right to Information Act 2009* (Qld) and *Information Privacy Act 2009* (Qld).
Right to Information (RTI) and Privacy Officer or Senior Lead – Privacy, Records & Data Governance	'Decision Maker' in relation to *Right to Information Act 2009* (Qld) and *Information Privacy Act 2009* (Qld).
Senior Lead – Privacy, Records & Data Governance	Responsible for the establishment and management of records management systems, policies and procedures to ensure effective information management and compliant recordkeeping.
Data Analytics and Information Management Advisory Committee	Providing leadership governance and strategic advice on the planning and delivery of strategies and roadmaps relevant to data, information and records management in alignment with UniSC's Planning Framework.

END

RELATED DOCUMENTS

- Acceptable Use of ICT Resources - Operational Policy

- Acceptable Use of ICT Resources - Procedures
- Adopting Cloud-based Services - Procedures
- Conflict of Interest - Governing Policy
- Copyright - Academic Policy
- Data Management - Procedures
- Disposal of Digitised Records - Procedures
- ICT Security - Operational Policy
- Information and Records Management - Procedures
- Information System Operations - Procedures
- Intellectual Property - Academic Policy
- Intellectual Property: Commercialisation of Research Outcomes - 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)

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