

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

END

APPROVAL AUTHORITY

Council

RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

DESIGNATED OFFICER

Director, Information Services

FIRST APPROVED

22 September 2015

LAST AMENDED

4 June 2018

REVIEW DATE

22 September 2020

STATUS

Active

---

## 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

## 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)