

College - Information Management Policy



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Approved by	Stanley College Audit and Risk Committee
Authorised Officer	Registrar
Supporting documents, procedures and forms of this policy	College - Information Management Procedure Retention Schedule Staff File Checklist
Related Legislation and Codes of Practice	Higher Education Standards Framework 2015 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 Privacy Act 1988 Education Services for Overseas Students Act 2000 (ESOS Act) Freedom of Information Act 1982
Audience	Public

1. PURPOSE

1.1. The purpose of this policy is to provide a framework for the creation and management of information.

2. SCOPE

2.1 This policy applies to all information and staff of Stanley College.

3. DEFINITIONS

College Business	Activities undertaken by Stanley College, including teaching and learning, administration, and commercial and cultural activities.
College Records	Information created or received by Stanley College employees whilst undertaking College business and maintained as evidence of that activity.
Disposal	The process by which records are either destroyed or retained

	permanently. Disposal includes a range of processes associated with implementing the records management policy.
Record	A record is a document, data, set of data that is created or received in the course of an organization's business that is structured, has context and is evidence of activity.
Retention	The act of retaining records or information and sentencing them according to a defined timeframe and process.
Sentencing	A process of implementing appraisal decisions with respect to an organisation's identified records retention requirements.

4. POLICY PROVISIONS

Principles

4.1 This policy describes methods of control for ensuring integrity and protection of Stanley College higher education information, records and data.

4.2 Stanley College recognises that it has legislative, regulatory and social obligations to keep certain records and protect information to ensure that:

- a. Records are accurate and accessible;
- b. Information is available to those with a right to access it;
- c. Records are sentenced according to the *Retention Schedule*; and
- d. Records and information is safeguarded against unauthorised access, alteration or falsification.

4.3 Stanley College's primary recordkeeping systems are:

- a. Student Management System (eBECAS);
- b. Novacore Document Management;
- c. Shared Servers; and
- d. Higher Education Shared Drive.

4.4 This policy applies to information created and received by Stanley College.

4.5 This policy applies to hard copy records, soft copy records and databases.

Creation of Records

4.6 Stanley College ensures that records are created to document its business and are captured in recordkeeping systems.

4.7 Records must accurately reflect the activities they document and include adequate information for them to be meaningful, such as the identity of staff and the date of activity.

4.8 Records should be captured into a recordkeeping system as soon as possible after creation so that evidence is readily available to support College business.

4.9 College records created or received by email or electronic documents held on personal computers must be incorporated into a recordkeeping system.

- 4.10 Oral decisions and commitments should be recorded and incorporated into a recordkeeping system.

Security of Records

- 4.11 Stanley College is committed to ensuring that information is kept secure and all confidential information is safeguarded.
- 4.12 All hardcopy records are kept under lock and key.
- 4.13 Electronic records are access limited and password protected where required.
- 4.14 Records held in electronic form are backed up on a regular basis and migrated to new systems when necessary so that they remain useable for as long as they are needed.

Privacy and Confidentiality

- 4.15 Access to personal information is provided, subject to the privacy principles in the *Privacy Act 1988* and the access provisions of the *Freedom of Information Act 1982*.
- 4.16 Information about students and staff is confidential information and is not disclosed to any third party. Students are made aware that Stanley College will not allow access to their personal information without their written consent being obtained.
- 4.17 When enrolling, students sign a confidentiality waiver to allow government authorities to access their academic and personal details on demand.
- 4.18 Staff members and students both have the right of access to their own personal file.
- 4.19 Students are required to contact the Registrar if they seek access to their personal file and staff members should contact the Human Resource Manager.
- 4.20 Students may allow third party access to their personal file by providing written permission to the Registrar outlining the nature of information that may be accessed.

Staff

- 4.21 Staff are given training, as a part of induction, in the College - *Information Management Policy and Procedure* to ensure familiarity with principles and compliance with policy requirements including requirements in respect of notifiable breaches of information.
- 4.22 Stanley College conducts periodic audits of records systems to ensure:
- a. Staff have been adequately trained in records management processes; and
 - b. Staff are complying with the policy.
- 4.23 All staff have a personal file for the storage of all essential records, as listed on the *Staff File Checklist*.
- 4.24 Records of validated qualifications are maintained.

Archiving Records

- 4.25 The period of active life for each record is stipulated in the *Retention Schedule* (Appendix 1 of the *Information Management Procedure*). It is that period that records are retained in the main office, before being transferred for archiving in secure storage in either a hardcopy or electronic format.
- 4.26 Every student file is retained in a numbered archive box for a period of five years after the student ceases to be a student.

Destruction of Records

- 4.27 Records must be destroyed by industrial disposal only at the end of that period of time at the direction of the document “owner” defined in the *Retention Schedule*.
- 4.28 Student records are not to be destroyed unless specifically directed by the President.
- 4.29 Staff records are destroyed seven years after employment has ceased.