



Information Management Policy

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: [Sustainable Future](#)

State Records Act 2000 (WA)

2. PURPOSE

To establish the framework and principles for effective corporate information management that supports the business functions and activities of Curtin University.

3. POLICY STATEMENT

3.1 Curtin University is committed to managing information, records and data as valuable corporate assets which are created, used and shared effectively.

3.2 The University will:

- a) foster and promote a culture of information management;
- b) maximise the potential value and opportunities presented by the University's information assets; and
- c) maintain and protect its information assets.

3.3 We will have systems and processes so that:

- a) access to information that is related to the University's business functions and activities is reliable and trustworthy regardless of the Curtin location;
- b) information may be shared;
- c) efficient and effective work practices may be embedded;
- d) the University can provide evidence of business decision making processes; and
- e) the University complies with all legislative and regulatory requirements.

4. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

The Associate Director, Curtin Information Management and Archives is the Compliance Officer for the State Records Act 2000 (WA) and the implementation, monitoring and continuous improvement of the policy and associated procedures.

All members of the University Community are responsible for their own compliance.

5. SCOPE OF POLICY

This policy applies to the University Community, including Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, contractor or volunteer who manages Curtin records.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Corporate Information Management

The structures, systems, people and processes to capture, manage, preserve, store and deliver the right information to the right people at the right time regardless of location. Information is delivered through multiple channels and interfaces. It is managed throughout the information lifecycle regardless of its source or format (paper documents, electronic documents, data, audiovisual, social business, web content, etc.). This applies to all information created, collected, generated, received, maintained or used in the course of carrying out Curtin's functions and activities or in the transaction of business.

Records

Information in any format, created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. (AS ISO 15489: Records Management)

7. SUPPORTING PROCEDURES

[Records and Information Management Procedures](#)

[Contracts and Agreements Registration Procedures](#)

[Disclosure of Personal Information Procedures](#)

[Information Security Classification Policy and Procedures](#)

8. RELATED DOCUMENTS/LINKS

Internal

- [Information and Communication Technology \(ICT\) Appropriate Use Procedures](#)
- [Physical and Information Security Policy](#)
- [Privacy Statement](#)
- [Research Data and Primary Materials Policy](#)

External

- Australian/International Standard ISO/AS 15489: Records Management
- *State Records Act 2000* (WA)
- *Freedom of Information Act 1992* (WA)
- *Electronic Transactions Act 2011* (WA)
- *Evidence Act 1906* (WA)
- *Privacy Act 1988* (Cth)

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| Policy Compliance Officer | Sue Aldenton , Associate Director, Curtin Information Management and Archives |
| Policy Manager | Chief Operating Officer |
| Approval Authority | Senior Executive Team |
| Review Date | 1 st April 2023 |

REVISION HISTORY

| Version | Approved/ Amended/ Rescinded | Date | Committee / Board / Executive Manager | Approval / Resolution Number | Key Changes & Notes |
|---------|------------------------------------|------------|--|------------------------------------|--|
| New | Approved | 01/04/2008 | Planning and Management Committee | PMC 24/08 | Attachment 1 to Document No 00334/08 |
| | Administratively Updated | 16/10/2012 | Director, Legal and Compliance Services | | Policy Contact Updated |
| | Amended | 26/11/2013 | Planning and Management Committee | PM 94/13 | Attachment 2 to Document No 01256/13 (previously Recordkeeping Policy) |
| | Administratively Updated | 06/10/2015 | Director, Legal and Compliance Services | EC 76/15 | Executive Manager Title Changes |
| | Approved | 02/11/2017 | Planning and Management Committee | PMC 87/17 | Attachment A to Item 12 |