

Policy Title	University Information and Data Records Security Policy
Responsible AIU Office (Higher Management/Directorate)	Chief Information Officer (CIO)
Policy Owner (Executive Department/Office)	Information Technology Department
Pertinent Dates	July 2022

I. SCOPE OF POLICY

The purpose of this Policy is to ensure the university's information and records are appropriately created, managed, stored, accessed, transferred, and disposed of (where necessary) and that the security, confidentiality, integrity and availability of information and records are maintained appropriately and meet legislative compliance and/or contractual obligations.

Managing information and records enables the University to be accountable for its decisions, actions and transactions to and with students, stakeholders, funders and the government.

Information and records also support the university's strategic goals and form the documentary history of the university.

This policy applies to university information, data and records regardless of format or storage medium and to all staff members; and does not apply to information and records in which the intellectual property (IP) is fully owned by a member of university staff.

II. DEFINITIONS

University information - All information and records created, received and used by the University.

Record - Information created, received and maintained as evidence and information by an organisation or person, in the transaction of business.

Records do not include records created by the academic staff or students of a tertiary education institution unless the records have become part of the records of that institution.

Records Retention Schedule (RRS) - a comprehensive list of records series titles, indicating for each record series, the length of time each document or record will be retained, the responsible department, and the legislation cited for compliance and/or value of the record when retained for operational reasons.

III. POLICY STATEMENT

- The University will create, manage and dispose of information and records in accordance with the Records and Information Management Procedures and guidelines and other legal obligations.
- University records covered by this policy are the property of the university, and not of the individual staff members who create or receive them.

- The University will ensure that there is training and support for staff members and will conduct audits to ensure compliance with this policy.
- Staff members will complete all relevant training to ensure adherence with this policy and will only access information they have a genuine need for (taking into consideration their role requirements, this policy and all legal obligations).

IV. **RESPONSIBILITIES**

- All employees, trustees, and third party contractors or agents who collect and use records and information on behalf of the university, must comply with these administrative procedures, the associated operational procedures, and statutory requirements.
- All records and information are managed following best practices of recordkeeping and retained according to the university's records retention schedule.
- At the end of employment, term or contract with the university, records and information remain property of the university and must be returned to the control of the board.
- Privacy, access, and security measures are required to protect the confidentiality and sensitivity of all records, as appropriate.
- Departments are responsible for the management of records created and/or used at the department, including but not limited to office records, student records, and teaching resources. Each department must have a secure storage area for managing paper records until the retention period has expired and destruction has been arranged.

V. **POLICY STANDARDS AND PROCEDURES**

- All recorded information created, produced, collected, received or distributed in the course of conducting board business is the sole property of the university.
- All employees and trustees are records and information stewards and are tasked with accurately maintaining all records and information as required in a retrievable format, for current and future access.
- Employees who leave the employment of the board and trustees at the end of their term, will ensure that their files and records are transferred to their manager.
- Records and information will be securely maintained for as long as required according to the records retention schedules.
- Records and information management resources, or links to them, are provided to university members.

VI. **FORMS/INSTRUCTIONS (if applicable)**

N/A

VII. **APPENDICES (if applicable)**

N/A

VIII. **RELATED POLICIES**

Information Security Policy

VIV. CONTACT INFORMATION

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.