

Information and Record Management Policy

1. DLI will operate under the following principles:
 - (a) Information is valued and governed as an asset
 - (b) Information is created and managed digitally
 - (c) Information is fit for its intended purposes and is easy to find, access and use
 - (d) Information management capability is fostered and embedded into how the University does its work.
2. All data and information held in DLI and used by members of DLI in their official capacities is considered to be a DLI asset, will be subject to DLI control and should be stored appropriately. Confidential, personal and proprietary data or information will be stored to ensure, as far as is reasonably practicable, that it is protected from corruption, loss, unauthorised access and disclosure.
3. All Relevant Documents will be classified according to an agreed classification schema.
4. DLI will manage its information to ensure that it meets relevant legislative requirements.
5. All information held by DLI, whether created or received, will have an Information Owner.
6. No DLI information will be sold or have ownership transferred to a third party without the approval of the DLI Yayasan or nominee.
7. DLI will manage its records throughout their lifecycle to ensure that they are a complete and accurate record of its business activities and that they remain the property of DLI.
8. An information and records management program will be established, including:
 - (e) Information Management Framework
 - (f) education and training activities
 - (g) a retention schedule, including instructions about the disposal and archiving requirements for records.
9. To ensure that the confidentiality, integrity and availability of DLI information is protected, staff will only be provided with access to data and information in accordance with the requirements of their particular role.
10. DLI will appoint an Information Manager or nominee to receive and act on any notifications of alleged breaches of information and records management policy, procedures or guidelines.
11. Information and records management is mandatory and required of all stakeholders including staff, contractors and volunteers.
12. All those with people management responsibility will monitor staff under their supervision to ensure that they understand and comply with information and records management policies and procedures, fostering and supporting a culture within their workgroup that promotes good record management practices, assessing and monitoring compliance with this Policy, and reporting any identified compliance breaches or incidents.
13. All members of staff (including volunteers and those under contract) have a responsibility to create, capture and manage appropriately complete and accurate records of DLI's business, including records of decisions made, actions taken and transactions of daily business.

The Joint Procedures Manual will draw upon the Lancaster [Records Management](#) page and Deakin University [Information and Records Management Policy](#).