

Information and Record Management (DLI) Policy

Section 1 - Preamble

- (1) This Policy is effective from 2nd of March 2026.
- (2) This Policy is made under the following legislation:
 - a. Law No. 43 of 2009 on Archives (Indonesian Archive Law)
 - b. Law No. 14 of 2008 on Transparency of Public Information (Indonesian PID Law)
 - c. Law No. 27 of 2022 on Personal Data Protection (Indonesian PDP Law)
 - d. Regulation No. 18 of 2015 on Guidelines for Archive Retention in the Education and Training Sector (ANRI Reg 18/2015)

Section 2 - Purpose

- (3) This Policy documents requirements for the control of Deakin University Lancaster University Indonesia (DLI) University data and information.

Section 3 - Scope

- (4) This Policy applies to all DLI data, information and records, whether received, created, maintained, copied, disseminated or disposed of by DLI or its contractors in the course of its operations.
- (5) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

Principles

DLI will operate under the following principles:

- (6) Information is valued and governed as an asset
- (7) Information is created and managed digitally
- (8) Information is fit for its intended purposes and is easy to find, access and use
- (9) Information management capability is fostered and embedded into how the University does its work.

- (10) 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.
- (11) All Relevant Documents will be classified according to an agreed security/data handling classification schema.
- (12) DLI will manage its information to ensure that it meets relevant legislative requirements.
- (13) All information held by DLI, whether created or received, will have an Information Owner.
- (14) No DLI information will be sold or have ownership transferred to a third party without the approval of the DLI Rector or nominee.
- (15) 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.
- (16) DLI will maintain an information and records management program that includes:
 - a. an Information Management Framework, principles and guidelines, including requirements for information classification
 - b. education and training activities
 - c. a retention schedule, including instructions about the disposal and archiving requirements for records.
- (17) 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.
- (18) 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.
- (19) Information and records management is mandatory and required of all stakeholders including staff, contractors and volunteers.
- (20) Individuals with staff management responsibilities 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.
- (21) All members of staff (including volunteers and those under contract) are required to create, capture and appropriately manage complete and accurate records of DLI's business, including records of decisions made, actions taken and transactions of daily business.

Roles and Responsibilities

- (22) Roles and responsibilities:

Role	Responsibility
All staff (including contractors and volunteers)	Mandatory information and records management. Create, capture and appropriate manage complete and accurate records of DLI's business, including records of decisions made, actions taken and transactions of daily business.

Individuals with staff management responsibilities	Monitor staff under their supervision to ensure 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 the Standards, and reporting any identified compliance breaches or incidents.
DLI Rector	Oversee operational management of DLI records.
DLI Information Manager or equivalent	Receive and act on any notifications of alleged breaches of information and records management policy, procedures or guidelines

Section 5 - Procedure

(23) The Information Management (DLI) Procedure documents how to comply with this policy.

Section 6 - Definitions

(24) For the purpose of this Policy:

- a. **Data:** individual facts or items of content, including symbolic representations that may form the basis of information (e.g. a date, a name, a number).
- b. **Disposal:** the removal of records from an active recordkeeping system for: - destruction or deletion immediately or at a nominated future date; OR retention and preservation in an archive.
- c. **Information:** a collection of data in any form, which may be transmitted, manipulated, and stored, and to which a meaning has been attributed. Information may include, but is not limited to: a written document, an electronic document, a webpage, an email, a spreadsheet, a photograph, a database, a drawing, a plan, a video, an audio recording, a label or anything whatsoever on which is marked any words, figures, letters or symbols which are capable of carrying a definite meaning to anyone.
- d. **Information Owner:** the person who is responsible and accountable for information and records management for an organisational unit of DLI and who will ensure appropriate storage, access, use, distribution and disposal of the information and records.
- e. **Record:** recorded information created, received, used or maintained by DLI in the transaction of business which provides evidence of DLI activities. Records contain information which reflects what was communicated or decided or what action was taken and therefore constitutes the evidence of activities.
- f. **Relevant Documents:** any document or file produced by an employee of DLI in the course of their duties containing personal or commercially sensitive information.

POLICY DETAIL

Name of policy	Information and Records Management (DLI) Policy
Overarching legislation	<ul style="list-style-type: none"> (1) Law No. 43 of 2009 on Archives (Indonesian Archive Law) (2) Law No. 14 of 2008 on Transparency of Public Information (Indonesian PID Law) (3) Law No. 27 of 2022 on Personal Data Protection (Indonesian PDP Law) (4) Regulation No. 18 of 2015 on Guidelines for Archive Retention in the Education and Training Sector (ANRI Reg 18/2015)
Approved by	Yayasan Governing Board
Approval date	27 th of February 2026
Date of effect	2 nd of March 2026
Version	V1.0
Date of review	Within 12 months.
DLI Approval	Joint Management Committee 26 th of February 2026
Responsible Executive	The Responsible Executive is a member of Executive whose portfolio covers the policy area.
Implementation Officer	The Implementation Officer is assigned by the Responsible Executive and is a staff member with management responsibility for the activity addressed by the policy.
Policy/procedure superseded	Interim Joint Information and Records Management Policy
Associated documents	Information and Record Management (DLI) Procedure
Summary	This Policy documents requirements for the control of Deakin University Lancaster University Indonesia (DLI) University data and information.
Key words for online searching	Data, Disposal, Information, Information Owner.
Category	Administrative
Target audience	Staff