

PROTECTING AND MANAGING OUR INFORMATION POLICY

PURPOSE

In ACT Government organisations, records, information and data are important assets that are vital to ACT Government functions. They help us inform, plan and achieve outcomes. ACT Government records, information and data assets need to be:

- trustworthy, and managed accountably;
- readily accessible, understandable, useable and securable;
- valued as critical to business operations;
- governed by appropriate risk management approaches; and
- maintained to meet business, government and community purposes.

This policy articulates the overarching principles to ensure that all ACT Government organisations meet their legislative requirements for protecting information.

APPLICATION

This policy contains a set of whole-of-government instructions issued by the Head of Service under the *Public Sector Management Act 1994* which binds all employees and officers engaged under that Act.

BACKGROUND

The [ACT Government Protective Security Policy Framework](#) (PSPF) outlines the Government's overarching protective security mandates. It sets out the mandatory requirements using a risk based approach to protect our information, assets and people. The PSPF encompasses security governance, information, personnel, physical, and cyber security elements. The PSPF is complemented by the [Territory Records Office Standard for Records, Information and Data](#), which sets out the principles that underpin strong information governance in the ACTPS.

PRINCIPLES

When establishing a new business unit or process, agencies should seek professional security, ICT and records management advice on what they need to do to efficiently and securely manage their information. An information governance professional can help you to understand:

- the policies and procedures you need to develop to get the best out of your information resources;

- what training, advice, systems and other resources you and your staff may need to manage information, records and data securely and efficiently;
- what your most valuable or sensitive information assets are and how they must be managed;
- how to ensure your information assets are readily accessible when they are needed;
- how to protect your information assets from inappropriate alteration, access or destruction;
- how long your information assets need to be retained; and
- how to take a responsible approach to information sharing in an open government context.

Often the most effective way of managing information assets is in electronic document and records management systems (EDRMS). The ACT Public Service has two endorsed EDRMS, Objective and Wire (also known as HPRM or TRIM).

Established business units should periodically review their information governance and security arrangements and ensure that all staff understand:

- where they can get advice on information management and security;
- what records they need to keep and what the correct locations and systems are for keeping them;
- what their business units' physical and information security requirements are; and
- how long the records and other information in the business unit must be kept and what the correct arrangements are for destroying information.

THE ROLE OF TERRITORY RECORDS OFFICE

The [Territory Records Office](#) (TRO) can provide guidance on how to build and manage an information governance framework that creates, manages and protects sufficient and reliable evidence of government business. TRO staff can advise on how to access information governance expertise, which EDRMS is the best fit for an organisation, and how you can ensure that your other business systems adequately protect ACT Public Service information assets.

LEGISLATIVE REFERENCES

The key principles of this Policy are aligned with the following authorised sources:

- [Territory Records Act 2002](#)
- [ACT Government Protective Security Policy Framework](#)
- [Standard for Records, Information and Data](#)

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