

INFORMATION MANAGEMENT POLICY

Statement

Enkindle Village School is committed to ensuring that complete and accurate records are created, managed, stored and disposed of in accordance with legislative and agreed organisational requirements.

The school and the Townsville Independent School Association Inc (TISAI) recognises that organisational records play a critical role in:

- supporting good business practice that aligns with the strategic direction;
- supporting service delivery, business continuity and good corporate governance;
- providing for evidence based and informed decision making;
- promoting accountability and transparency;
- supporting compliance with various legislative and regulatory provisions (including Right to Information, Information Privacy, ethical conduct etc.);
- capturing the corporate memory of the committee; and
- providing evidence of what the committee, it's employees, students and stakeholders have (or haven't) done, decisions made and any undertakings given.

Enkindle Village School and TISAI are committed to establishing, maintaining and continually improving its records management practices, processes and culture, and strives to establish a compliant, effective and efficient records management program led by the Executive Committee.

Enkindle Village School and TISAI are responsible for the making, management and keeping of records in accordance with this policy.

Purpose

The purpose of this policy is to:

- outline the principles, approach, and rules associated with records management at Enkindle Village School;
- ensure that employees and any other representative of Enkindle Village School and TISAI understand their recordkeeping roles and responsibilities; and
- outline TISAI's commitment to effective, efficient, and compliant recordkeeping practices.

Scope

The Information Management Policy applies to:

- all officers, employees and any other persons acting in their official capacity for or on behalf of, or in the name of, Enkindle Village School and TISAI including contractors and third parties;
- all aspects of Enkindle Village School's and TISAI's business, including teaching and learning, research, student administration and services, governance and corporate/administrative services; and
- Enkindle Village School and TISAI records in all formats, including physical (hard copy or paper) records, digitised and scanned records, electronic records including email, records held in databases or on websites, microfiche and other technology-dependent records.

Status: Version 2	Supersedes: Version 1
Authorised by: Board Chair	Date of Authorisation: July 2025

References

- *Public Records Act 2002 (Qld)*
- *Right to Information Act 2009 (Qld)*
- *Information Privacy Act 2009(Qld)*
- *Financial Accountability Act 2009 (Qld)*
- General Retention and Disposal Schedule for Administrative Records
- Early Childhood Education and Care Retention and Disposal Schedule

Review Date: Annually	Next Review Date: July 2026
Policy Owner: Townsville Independent School Association Inc.	

Definitions

Committee record

A committee record is defined as recorded information, in any form, created or received by committee or any person acting on behalf of committee, in the transaction of business or the conduct of affairs and that provides evidence of such business or affairs.

Records can be in any form including paper based, email, microfiche, voice recording, data stored in a business system (such as HR or Finance systems), disks, memory sticks, CD's, maps, plans, photographs, internet and intranet etc. A record may exist in more than one form, for example as a paper letter, as a word document and as a scanned image.

It should be noted that except in limited circumstances drafts are not considered a record.

This policy applies to records managed by Enkindle Village School regardless of medium:

- Physical record (physical form such as paper, photographs, film)
- Electronic records (a record created or captured through electronic means such as computer, scanner)
- Hybrid records (a combination of physical and electronic records).

Policy

This policy is based on 4 overarching Information Management Principles

1. **Records Management must be systematic and comprehensive.**

- Committee records must be made to reflect all committee business including all activities, transactions, decisions, representations, considerations and undertakings.
- Records must be made at the time of, or as soon as practicable after, the event to which they relate.
- Standardised records management processes will be entrenched within the business processes in which records are created, received, accessed, used, disclosed, transferred, preserved or destroyed.
- Records must be captured in a systematic and standardised manner in an approved business system or the electronic document and records management system chosen by the committee to ensure ongoing authenticity..
- Ownership of all committee records is vested in Enkindle Village School.

2. *Records Management is everyone's responsibility.*

- Under the Public Records Act 2002 the Chair Person is ultimately responsible for records management within the committee.
- The Chair Person has assigned recordkeeping responsibility to all staff. All staff are responsible for making and keeping full and accurate records that adequately document committee business and support any decisions made. Further all staff are responsible for capturing records in Enkindle Village School's online database.
- Any committee employee or other person acting in an official capacity for or on behalf of, or in the name of, the committee cannot delegate responsibility for ensuring that the records they create or receive are managed in accordance with committee's records management framework, however this does not prevent a committee employee from assigning the activity of capturing records to another employee. If this activity is to be assigned to another person, the assigning officer will still remain accountable for ensuring the records are captured appropriately and in a timely manner.

3. *Records must be full and accurate and the systems that make, manage or keep them reliable and secure.*

- Members must ensure that the records accurately and completely represent the transaction, activity, decision, discussion or undertaking made by the committee.
- Not creating records at all, creating incomplete or inaccurate records, falsification and unauthorised modification may result in legal liability and/or an individual breaching the Code of Conduct and disciplinary action.
- Physical and electronic security measures will be utilised to protect records from unauthorised access, use or disclosure, alteration, damage or destruction.
- To ensure that all records are placed in their correct context within the database, all records will be captured within a file with appropriate labling.
- All staff will be provided with access to the records they require to perform their role unless there are valid business reasons to restrict access (e.g. privacy, confidentiality etc.).
- Security and access permission to records will be provided on an as needed basis and must be approved by the relevant executive.
- Security and access will be monitored and breaches reported to the relevant Executive.
- Physical records must be stored in a reproducible and readable condition.
- Copies of records should not be stored on (removable) peripheral storage devices (e.g. USB, flash drive, memory stick/card, CD etc.) unless the device and its contents are appropriately secured. Original records must never be stored on a (removable) peripheral storage device.

4. *Records must be retained for as long as they are required and disposed of in a lawful, planned and approved manner.*

- Records will be retained in a useable and accessible form for at least the minimum retention period pertaining to the record.
- Only the Executive Committee may approve the disposal of committee records.

These principles in conjunction with the policy statements will ensure that the committee's record management supports good governance including compliance, accountability and transparency.