

IM-Gov-7.3 Document and Records Management Policy



Policy

Eastern Victoria GP Training (EV) will store and maintain all documents in accordance with relevant legislation, guidelines and best practice.

All staff are responsible for managing records in some form. Records management ensures that records are systematically and efficiently: created, captured, secured, stored and preserved for as long as they are needed or legally required and are destroyed, transferred or archived once they no longer have any residual business value.

To achieve this EV and its staff will:

1. Store files in a secure way with only authorised personnel having access to such files.
2. Treat all personal information it collects in a confidential and private manner.
3. Have clear processes for the review and development of policies and procedures.
4. Place all correspondence in the relevant file/s.
5. Archive information on a regular basis.
6. Inform staff of their responsibility for the security of personal information and the privacy principles.
7. Only destroy information as per the destruction schedule (informed by legislation) or that which has been authorised by the CEO.
8. Report any significant data breaches to relevant authorities or persons in accordance with legislation.

Definitions

Data breach – “The situation where personal information held by an agency organisation is lost or subjected to unauthorised access, modification, disclosure, or other misuse or interference.” (Office of the Australian Information Commissioner).

Personal information - Information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Records - All information created, sent and received in the course of a person’s job is potentially a record. Records provide evidence of EVbusiness. Whether something is a record depends on the information it contains and the context. Records can be paper, digital or other formats.

Additional Information

- EV GP Training Records Management Guidelines
- Public Records Office PROS 16/07 General Retention and Disposal Authority for the Records for Higher and Further Education Functions Version 19/12/2016
- Public Records Office PROS 07/01 General Retention and Disposal Authority for Records of Common Administration Functions
- Australian Privacy Principles (2014)
- Office of the Australian Information Commissioner <http://www.privacy.gov.au/>

Relevant Legislation

- Privacy Act 1988 (Commonwealth)
- Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Privacy Amendment (Notifiable Data Breaches) Act 2017
- Public Records Act 1973
- Public Records Regulations 2003

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