INFORMATION MANAGEMENT POLICY

1   Purpose

This policy outlines ANZSOG's approach to ensure the secure and effective management of information and documents related to the Executive Master of Public Administration (EMPA) program in line with ANZSOG's **Information Security Policy.**

2   Scope

This policy applies to all current and archived student information and documents supporting core subject and associated EMPA program administration.

3   Guiding Principles

3.1   ANZSOG acknowledges its legislative responsibilities regarding privacy, freedom of information and retention periods for student records including data collected via the EMPA Learning Management System (LMS).

3.2   This policy in relation to management of EMPA student records will be governed by ANZSOG's broader policies including the **Information Security Policy,** the **Provision and Acceptable Use of ICT Policy** and the **Records Management Policy.**

4   Policy Statement

4.1   EMPA core subject leaders and support staff are responsible for:

i.   creating, capturing, managing and disposing of records of their duties
ii.   being aware of their responsibilities for protecting personal and confidential information
iii.   completing any relevant record-keeping induction and training.

4.2   Academic subject leaders and EMPA support staff must ensure the keeping of student records in accordance with this and other relevant ANZSOG policies in order to:

i.   support efficient and effective operations particularly in relation to maintaining up-to-date records of student enrolments, progression and completion of EMPA core subjects
ii.   assure accountability, regulatory compliance and management of risk
iii.   prevent unauthorised or fraudulent access to private or sensitive information, including information where unauthorised access may compromise academic or research integrity
iv.   document and record responses to formal complaints, privacy breaches, allegations of misconduct, breaches of academic or research integrity and critical incidents
v.   maintain organisational memory

4.3   This policy covers information related to:

i.   student contact details and personal information provided by the student or their employer
ii.   professional and academic records supporting applications for and continuing student enrolment
iii.   medical and/or other documents supporting enrolment and special consideration requests
iv.   any information relating to allegations, investigations and determinations of breaches of academic integrity and misconduct.
v.   assessment results and subject academic grades
vi.   communications between the student and the subject leader or ANZSOG staff member
vii.   financial and other administration records relevant to the design and delivery of the core EMPA subjects delivered by ANZSOG
viii.   any data or documents relevant to partner service agreements as required in the ongoing delivery of the EMPA.

5   Definition of Terms

Terms	Definitions
Archives	records selected for long-term retention for their continuing value.
Learning Management System (LMS)	an online, interactive platform that supports EMPA program student administration and teaching and learning activities and assessments.
Student records	recorded information, in any form, including data in computer systems, created or received and maintained by ANZSOG and its staff in the delivery of teaching and learning and administrative services to all students undertaking or having completed EMPA core subjects.

6   Related Policies

- ANZSOG Information Security Policy
- ANZSOG Provision and Acceptable Use of ICT Policy
- ANZSOG Records Management Policy
- Academic Integrity
- Admission
- Attendance
- Enrolment
- Orientation and Progression
- Student Disability
- Student Grievances and Complaint

7   Version History

Version	Audience	Responsibility	Approved By	Approval Date	Last Reviewed
1	Current Students Subject Leads ANZSOG EMPA Delivery Team	ANZSOG Chief Information Officer	Associate Dean UR & CEO	2020	July 2020