

# Enterprise Information Management Framework



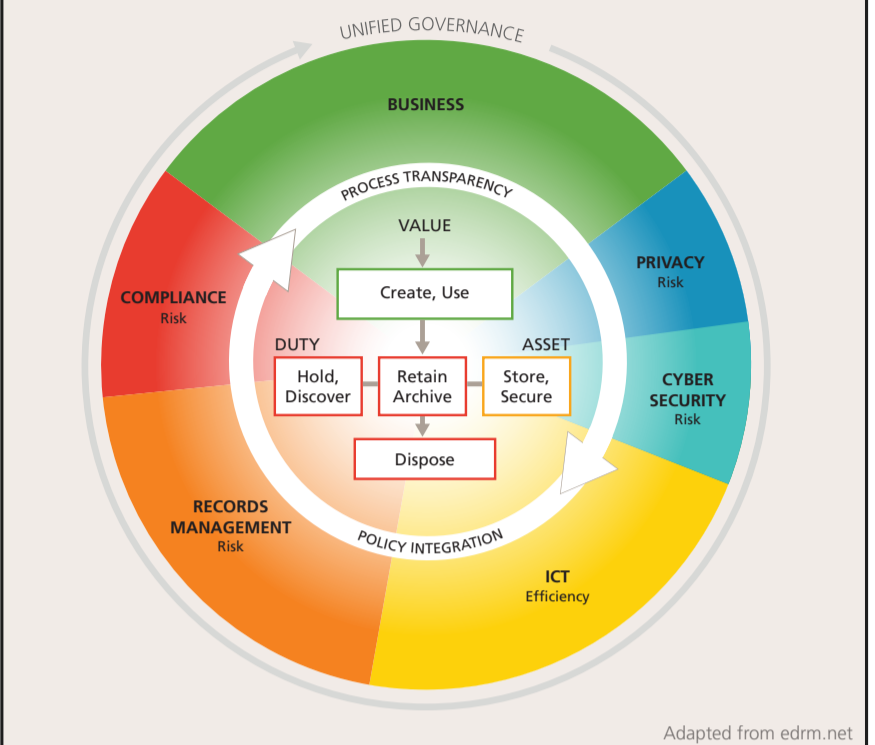
## Vision

- Creating insights from information to enable excellence in our education, research and enterprise.
- Effectively using our information assets to empower decision-makers and enable excellence in our education, research, and enterprise.
- Realising the full value of our information assets to empower decision-makers and enable excellence in education, research, and enterprise.

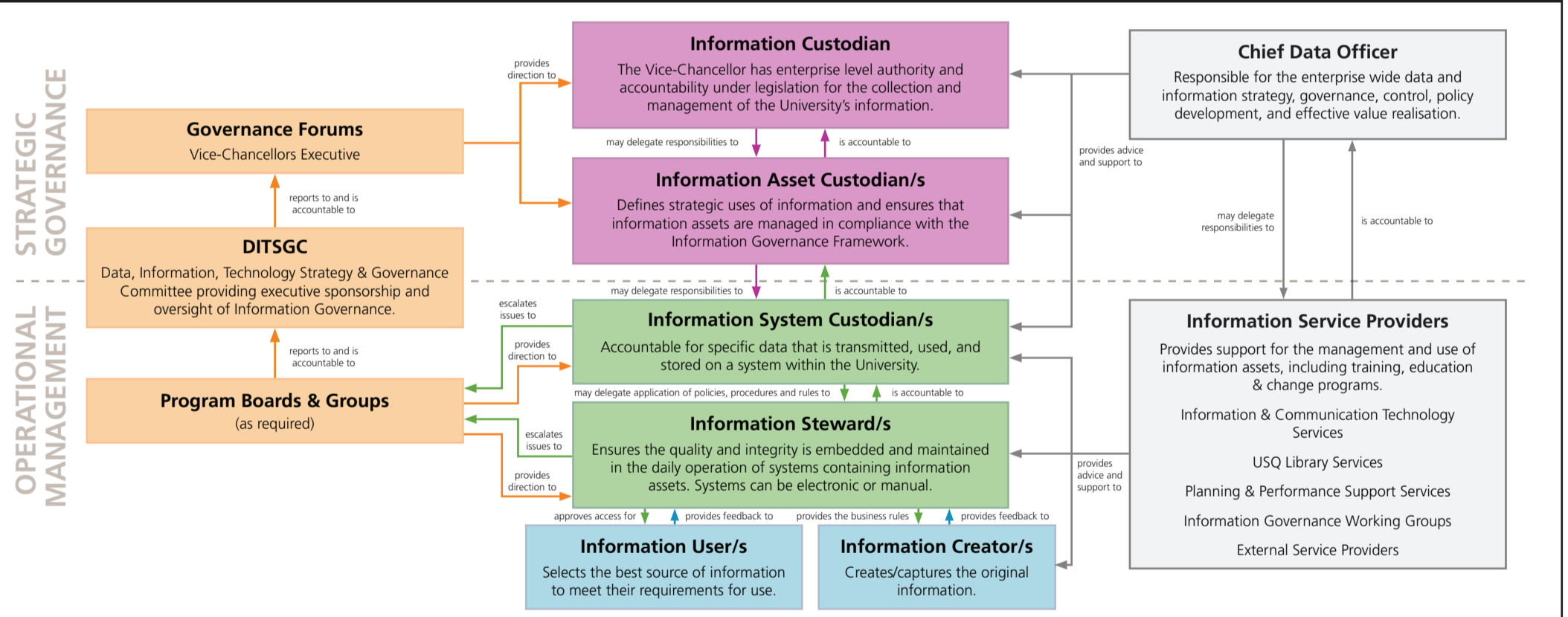
## Principles

<b>Accessible</b>	<ul style="list-style-type: none"> <li>• Information is held for the benefit of the organisation</li> <li>• Easily found and made available with minimum of barriers</li> <li>• Useable as long as needed</li> <li>• Shared from the appropriate single authoritative source</li> <li>• Individuals have right of access unless, on balance, contrary to the public interest</li> </ul>
<b>Secure and robust</b>	<ul style="list-style-type: none"> <li>• Protected from unauthorised loss, access, disclosure, alteration, deletion or other misuse and aligns with reasonable security and privacy requirements</li> <li>• Controlled to ensure quality, accuracy, completeness and is current (in context)</li> <li>• Managed throughout its lifecycle</li> </ul>
<b>Empowered</b>	<ul style="list-style-type: none"> <li>• Open by default</li> <li>• Empowers our people to unlock the potential of data-driven, evidenced based decision making</li> <li>• Digitally transform our data, information and knowledge assets to derive maximum value from them, drive innovation in our business strategies and establish a competitive advantage.</li> </ul>
<b>Accountable and transparent</b>	<ul style="list-style-type: none"> <li>• Underpinned by information standards and best practice</li> <li>• Meets compliance and regulatory obligations</li> <li>• Roles and responsibilities for Information Governance are assigned across the organisation</li> </ul>

## Information Governance Reference Model (IGRM)



## Information Governance Structure



## Roles and Responsibilities

Roles	Responsibility	Role Holders
<b>Information Custodian</b>	Has enterprise level authority and accountability under legislation for the collection and management of the University's information. May delegate responsibilities to Information Asset Custodians.	Vice-Chancellor
<b>Chief Data Officer</b>	Has responsibility for the enterprise wide data and information strategy, governance, control, policy development, and effective value realisation.	Deputy Vice Chancellor (Enterprise Services)
<b>Information Asset Custodian</b>	Defines strategic uses of information and is accountable for ensuring that information assets are managed in compliance with the Information Governance Framework.	Deputy Vice Chancellors, Pro Vice Chancellors, Executive Directors
<b>Information System Custodian</b>	An individual or group of people who have been officially designated as accountable for specific data that is transmitted, used, and stored on a System within the University.	Managers, System Administrators, Teams
<b>Information Steward</b>	Ensures quality and integrity of information by ensuring information governance compliance is embedded and maintained in the daily operation of systems containing information assets. Systems can be electronic or manual.	Individuals who maintain key systems containing Information Assets
<b>Information Creator</b>	Creates or captures the original information.	All USQ Staff
<b>Information User</b>	Chooses the best source of information to meet their needs.	All individuals who access information