



**GLAMORGAN
SPRING BAY
COUNCIL**

Glamorgan Spring Bay Council

Information Management Policy

Version [1.0]

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1 Introduction

1.1 Purpose

The purpose of this policy is to:

- a) Outline how Council manages information in its possession; and
- b) Clarify Council staff responsibilities.

1.2 Scope

This policy applies to:

- a) All Council records in both physical and electronic formats; and
- b) All employees, contractors and elected members of Council.

1.3 Definitions

Creation and capture means that all electronic records are kept in a records management system where metadata and naming conventions are used to ensure that there is the ability for records to be retrieved if so required. All records are captured no matter what the format and include metadata and are kept within a records system.

State Records Guidelines means mandatory guidelines periodically issued by the Tasmanian Government Information and Strategy Unit (formerly the Tasmanian Archive and Heritage Office), who are responsible for overseeing information management of State government agencies and statutory authorities.

1.4 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- Archives Act 1983
- ASIO -15489.1
- Corporations Act 2001
- Crimes Act 1924
- Electronic Transactions Act 2000
- Evidence Act 2001
- Financial Transactions Reports Act 1988
- Income Tax Assessment Act 1997
- Limitations act 1974
- Local Government Act 1993
- Personal Information Protection Act 2004
- Right to Information Act 2004
- Privacy Act 1988
- Tasmanian Government Information Security policy
- Glamorgan Spring Bay Privacy Policy.

1.5 Policy Review and Update Cycle

This policy is to be next reviewed in July 2022 and thereafter, every four (4) years.

2 Policy

2.1 Information creation and capture

Everyone subject to this policy is responsible for creating or capturing corporate information records which provide a correct reflection of what was done, communicated or decided. Information must be created or captured at the time, or as soon as practicable after the event to which it relates. Information is to be routinely captured into an approved information system. Information must be identified and registered in a records system which has been approved by the General Manager.

2.2 Information access and use

Council information systems are designed and implemented to protect records from unauthorised access, alteration, deletion or loss. Unauthorised access, alteration, disclosure or destruction of information is strictly prohibited by Council. Everyone subject to this policy must only access and use information required to perform their position responsibilities. Confidential, personal or private information must not be released unless it is a statutory requirement to do so. Information retention and disposal Information must only be retained and disposed of in accordance with State Records Guidelines.

2.3 Information Management Guidelines

Council will implement an Information Management Guidelines to support this policy.

3 Implementation

Implementation of this Policy rests with the General Manager.

4 Attachments (if applicable)

Nil