
INFORMATION MANAGEMENT POLICY

AUTHORITY

A Policy of YouX (historically the Adelaide University Union) enacted Pursuant to Clause 21 of the AUU Constitution

POLICY

1. Objectives:
 - 1.1 That YouX ensures that it has proper systems and processes in place for the management of YouX information assets.
 - 1.2 That YouX has appropriate resources and procedures in place for managing requests for information from YouX by the University, members of the student community and the general public.
2. Definitions:
 - 2.1 Information assets are information, data and records, in any format, where it is created or received through the conduct of YouX business and treated as an asset and resource that YouX harnesses to meet its strategic, operational and legal needs. These assets are but not limited to: written or electronic documents, records, publications, webpages, emails, text messages, spreadsheets, photographs and images, databases, tools and applications, drawings, plans, sound and video recordings.
 - 2.2 Information lifecycle includes planning and designing for information, creating or receiving information, storing and sharing information, maintaining and managing information, applying and using information to accomplish goals and meet business needs, and disposing of the information (which may include destruction or transfer to archives for ongoing retention).
3. Interpretation:

Interpretation of this policy is within the jurisdiction of the Board and not that of the President.
4. Scope and Application:

This policy applies to all Information Assets throughout the management of the information lifecycle and information or record, in any format, where it is created or received through the conduct of YouX business.
5. Information Management Principles and Responsibilities:
 - 5.1 Principles:
 - 5.1.1 YouX has a fundamental obligation to proactively manage its information as business-critical assets.
Information is regarded as a vital asset of YouX. Its value, both current and future, is determined, understood, governed and leveraged to document and support business decisions and outcomes as well as meet statutory obligations.
 - 5.1.2 YouX ensures responsibility for the managing information assets is clearly assigned and documented.

The Executive Officer must assign responsibility for information assets to designated staff to ensure they are managed for the best outcomes for YouX, YouX employees, the University, the student community and broader community.

5.1.3 YouX relies on its information assets to document, support and substantiate business decisions and outcomes.

Information assets are captured and stored effectively so that they are accurate, complete, reliable, re-usable and irrefutable for business, evidentiary, research, compliance and reporting purposes.

5.1.4 YouX effectively balances the disclosure of information assets with the need to maintain confidentiality where required.

Information assets are managed and held within a secure environment that makes them easy to find as well as appropriately accessible and shared, subject to access, ethics, privacy, confidentiality and contractual requirements.

5.2 Responsibilities:

5.2.1 All YouX Board and YouX employees must complete induction and training on information management tasks and responsibilities as required.

5.2.2 All YouX Board and YouX employees in the performance of their YouX duties, must create, manage, store, access, use and dispose of information assets in accordance with this policy and the YouX Information Management Procedure.

5.2.3 All YouX Board and YouX employees must manage information assets digitally unless there are specific, legal, safety or practical reasons for keeping physical information assets.

5.2.4 All YouX Board and YouX employees must report suspected or actual breaches of information assets in accordance with the YouX Information Management Procedure.

6. Requests for Information Principles and Procedures:

6.1 Principles:

6.1.1 Access to YouX information assets

Unlike the University, YouX is not an “Agency” under the Freedom of Information Act 1991 (FOI Act). Members of the Public, Student Community and the University do not have a right to access information assets held by YouX. However, YouX is committed to operating with transparency and accountability and where reasonably practicable, will assess and make a determination for requests for information where appropriate.

6.1.2 Confidential contracts and terms of contracts

Often the nature of contracts are “commercial in confidence” and therefore are deemed to be confidential as to protect the business interests of those who are transacting together. A determination will be made on a case by case basis for each contract negotiated as to if a “commercial in confidence” clause needs to be contained.

6.1.3 Fees associated with the provision of information assets

It can take a significant amount of time and human resources to determine a request for information assets, identifying relevant information assets and compiling information assets as a result of a request. In order to not provide unnecessary financial burden on the organisation, YouX have adopted the following fee schedule which will be applicable to the applicants requesting information:

- \$13.80 for each 15 minutes spent by YouX in identifying and collating the documents subject to the information asset request; and
- If the documents are to be provided in hard copy, 20c per page. Alternatively, if the documents are to be provided electronically, any actual cost incurred in that provision (eg. the cost of a USB).

YouX at its discretion, may elect to waive the above fees, and will consider the reasons for the request, the nature of the request and the time YouX anticipates will be required in preparing a response to the information asset request as the basis of its decision making.

6.2 Procedures:

6.2.1 Information asset requests

The Executive Officer must identify a YouX employee (Information Officer) whose responsibility is to receive and coordinate all information asset requests.

6.2.2 Determination of information asset requests

A determination will be made if the request can be managed internally by the Information Officer and the appropriate YouX Business Unit.

If the request for information assets has a significant impact on YouX reputation and business operations or are complex in nature, a Committee comprising of two (2) YouX Board Directors, the YouX Executive Officer and Head of Student Engagement will be formed to determine if the information asset request will be rejected or disclosed in part or in full. Where possible, reasons for determinations will be provided.

External legal advice may be sought on more complex requests for information to ensure legal compliance regarding sensitive, confidential, personal or private requests for information.

6.2.3 Provision of information

YouX will endeavor to respond to requests for information assets in a timely manner and where reasonably practicable will keep the applicant up to date with regards to progress. In line with the YouX Sustainability Policy where possible the provision of information will be done in digital format.

Version Control Table

Version	Author	Date	Changes
V1.0	Executive Officer	23/08/2023	Enacted