



Records Management, Data and Information Security Policy

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Related Policy/Procedure:	➤ Privacy Policy		
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Records Management, Data and Information Security Policy

Purpose

This Policy outlines how Lyons College will deal with data collection and the retention, security and destruction of records.

Scope

This Policy applies to all Lyons College students, staff, contractors, agents or service providers.

Definitions

Access means the approval of the ability to read, copy, or query data

Data means information, resources, and other records that fit into one of the following categories:

1. Public access - data that is open to all students, staff, and the public as a whole.
2. Internal data - data used by Lyons College administration; not to be used by external sources without prior approval.
3. Internal protected data - data that is only accessible by the staff members that are required to use it in order to complete their assigned duties at the school.
4. Internal restricted data - secure data that is to be kept confidential; specialized authorization must be given to anyone wishing to access this type of data.

Data Leader means the person in charge of protecting, distributing, and maintaining any one specific source or group of data

Information Technology (IT) means the use of systems (especially computers and telecommunications) for storing, retrieving, and exchanging information. Education IT services include services and systems such as Moodle, learning management systems, ugent management systems, e-libraries, student cards and printers.

Open Educational Resources (OER): An aspect of IT infrastructure that includes teaching and learning materials freely available online for everyone to use, whether an instructor or student.

Learning Management System (LMS): a software application for the administration, documentation, tracking, reporting and delivery of courses or training programs, a form of e-learning.

Record means any information, in any format (electronic, paper, image) that is created, received, used or maintained by Lyons College.

Security: data is being kept safe using the following guidelines:

1. Controlling access
2. Validation
3. Finding, reporting, and repairing any issues related to data integrity
4. Physical and technological security

Policy

Lyons College staff are to abide by the following guidelines at all times to ensure the safety and security of all data connected to Lyons College.

1. Lyons College is the sole owner of all data. No one individual will ever be in complete control of any type of data as it is associated with the College.
2. All sources of data must have someone who is in charge of keeping up the quality and security of that information. That person for the purposes of this policy shall be known as the data leader. The data leader should also make sure that all the policy principles outlined in this document are appropriately being followed in terms of using the data.
3. The data leader in charge of any piece of data is responsible for allowing the access and distribution of that specific set of data.
4. The data leader will have the responsibility of determining whether or not any individual should be granted access to a piece of data that is otherwise considered to be protected or restricted. When the data leader does not have the ability to grant access alone, he/she must work together with their supervisor or the appropriate academic staff before permission can be given to access the data.
5. The data leader should take into account the reason for the data access request along with what the data will be used for after access has been granted.
6. The data leader must make sure that all the appropriate steps found within the Steps for Data Management are properly completed:
 - a. Plan and Design
 - b. Capture and Develop
 - c. Organize, Store, and Protect
 - d. Apply
 - e. Monitor and Review
 - f. Improve and/or Discard
 - g. Repeat
7. All data users are responsible for making sure that the appropriate steps and guidelines are followed when accessing data to ensure the value and reliability of the information remains intact and useful to future data users.
8. All data records must be kept current. This is to include updates done at every step, in both audible and visible formats.
9. Data that is collected must be done so because of the value it adds to Lyons College and the community members of the college.
10. Removal, management, and recording of data should only be done when it is to complete tasks related to Lyons College's needs.
11. The use of any data for personal use is always prohibited. Before any data other than public data is used, collected, or shared there must be prior approval given by the data leader or another suitable academic staff member. This is to ensure that the security and safety of the data are never at risk either intentionally or unintentionally.
12. Electronic safeguards must be in place for all data stored on electronic sources. Paper copies must also be kept stored in a way that ensures that each is protected from access by unauthorised individuals.

13. All data should be disposed of properly and in synchronization with the policies and guidelines for disposal of information put in place by Lyons College. All data and records should be archived for a minimum of seven years.