

# Information Policy

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**PUBLIC**

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## Purpose

This policy states the Queensland Government's required approach to information<sup>1</sup> and its management.<sup>2</sup>

## Scope

This policy applies to all departments.

## Policy statement

The Queensland Government values information as a core strategic asset and must govern and manage it accordingly throughout its lifecycle, in a manner that enables open, accountable and participatory government. This includes exploiting information to its fullest extent via methods such as routine and proactive disclosure to the community and the provision of opportunities for reuse.

## Policy benefits

Upon implementation of this policy, both the Queensland Government as a whole and individual agencies can expect the following benefits and improvements:

- A clear governance, authorising and accountability environment for information.
- Improved ability to meet business goals and compliance requirements and to respond to future needs and challenges through more mature information management practices that ensure that the right information is available, to the right person, at the right time.
- Access to a guiding framework for the development, use, and management of information over time.

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<sup>1</sup> Information: For the purpose of this policy, information includes data, information assets and knowledge.

<sup>2</sup> Information management: Information management is the means by which an organisation plans, identifies, creates, receives, collects, organises, governs, secures, uses, controls, disseminates, exchanges, maintains, preserves and disposes of its information; as well as any means through which the organisation ensures that the value of that information is identified and exploited to its fullest extent. For the purposes of the *Queensland Government Information Management Strategic Framework* and this policy, information management includes the areas of data management and knowledge management.

- Policy consistencies in the handling and management of information which will enable opportunities for cross-leveraging of information and investment across Queensland Government.
- Positioning government as a trusted custodian of information including assurance of privacy.
- Improved access to information, enabling open and accountable government and a better informed community.
- Additional value creation through the provision of reuse opportunities to the private sector.

## Policy requirements

### **Policy requirement 1: Governance of information must be formally implemented**

In recognition of the value of information, agencies must establish and maintain proactive governance of their information by establishing an information governance function. Guidance to assist agencies in this is available from the *QGEA Implementing Information Governance Guideline*. In addition, the *QGEA Information Management Policy Requirements Checklist* provides more specific lists of legislation which must be complied with, as well as other information related policy requirements.

Governance functions will be required within agencies to ensure compliance with relevant legislation, regulation and QGEA Information Standards and Policies, establish an authorising and accountability environment for the release of information, and to develop information management strategies and work plans which maintain and improve their information management maturity.

Guidance to assist agencies in executing these functions (including establishing an authorising and accountability environment for the release of information) is also available from the *QGEA Implementing Information Governance Guideline*.

At a whole of government level, the Information Management sub-committee must manage and maintain the *Queensland Government Information Management Strategic Framework*, its subordinate action plans, the *QGEA Information Principles* and *QGEA Information Policy*.

### **Policy requirement 2: Information management policies and procedures must align with the QGEA Information Principles**

The development and implementation of information management policies and procedures at both an agency and whole-of-Government level must be aligned with the *QGEA Information Principles*. These principles establish the Queensland Government's priorities and approach to the use and management of information. The principles are:

- *Transparent*: The public has a right to information
- *Trustworthy*: Information is accurate, relevant, timely, available and secure
- *Private*: Personal information is protected in accordance with the law
- *Equitable*: Information is accessible to all
- *Valued*: Information is a core strategic asset
- *Managed*: Information is actively planned, managed and compliant.

The principles are elaborated in more detail in the *QGEA Information Principles*.

### **Policy requirement 3: Agencies must routinely and proactively disclose information**

Agencies must ensure that they routinely and proactively disclose information, and do so specifically in line with the provisions of the *Right to Information Act (2009)*, *Information Standard 33: Information access and pricing*, and the *QGEA Government Information Licensing Framework (GILF) Policy*.<sup>3</sup>

## **Implementation**

Implementation of all requirements must be completed in accordance with the *QGEA Information position*.

## **Issue and review**

This QGEA policy is published within the QGEA and is administered by the Queensland Government Chief Information Office (QGCI0). It was developed by the QGCI0 and approved by the Queensland Government Chief Information Officer on 28 September 2009.

This QGEA policy will be reviewed on a two yearly basis. The next review date is September 2011.

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<sup>3</sup> As at the date of issue of the Policy, the GILF Policy is under development. For more information please contact the QGCI0.