Information Governance Policy and Procedure Consultation Note

UNSW is excited to announce the release of its Information Governance Policy and Procedure for community consultation. The draft policy was made available on 26 July 2024 and will remain open for feedback until 22 August 2024.

This initiative is part of the Policy Transformation Program, which aims to streamline and simplify the university’s policy framework.

The new policy consolidates the following policy documents, reducing red tape and clarifying the requirements for the UNSW community:

- Recordkeeping Policy
- Privacy Policy
- Data Governance Policy
- Data Retention Procedure – Home Drives, Office 365 & One Drive
- Data Breach Policy and Procedure
- Third Party Agreement Recordkeeping Guideline
- Recordkeeping Standard
- Data Classification Standard
- Handling Research Data and Material Procedure
- Research Data Governance and Materials Handling Policy
- Acceptable Use of UNSW Information Resources
- Email Policy
- Cloud Computing Guideline
- AI Guiding Principles
- ZID Guideline

The draft policy and procedure has been developed by a team of experts, incorporating extensive input from faculty and divisional representatives across the university, as well as additional subject matter experts. This collaborative approach ensures that the policy is comprehensive and well-informed.
An Information Governance Instruction Manual which sets out detailed information governance procedures, is currently being drafted.

The Information Governance Policy and Procedure and Information Governance Instruction Manual will be supported by persona-based guidance and communities of practice.

Please submit all feedback directly to the Policy Team (policy@unsw.edu.au).