Information Management Principles

Information Management (IM) principles define the underlying rules and guidelines for the use of all information and data across the University and is taken to mean the entire process of defining, evaluating, protecting, distributing and managing information within the University.

1. Information is a University-wide core strategic asset

Implications
- Must be managed as a strategic asset
- Will align with the University’s strategy and OPP
- Will be articulated in information-related policies and practices
- Must be reflected in staff training
- Requires appropriate governance

2. Information must be authoritative

Implications
- Single core source. Duplication to be avoided and controlled
- Must be current, accurate and adequate for the purposes for which it is held
- Must have an identified source and responsible custodian
- Where necessary training must be provided in distinguishing between trustworthy and untrustworthy information

3. Information must be secure

Implications
- Must not be susceptible to unauthorized amendment
- Must only be available to those entitled to use it
- Must be managed, retained and preserved according to prevailing legislative requirements and the University’s record-keeping policies

4. Information must be accessible

Implications
- The default is that information should be easily accessible to anyone who needs it, at any time and place. It should always be created and managed such that it can be made available to all parts of the University in an accessible format.
- Where security or confidentiality considerations require access to be restricted this is determined by the immediate owner of the information. Where universal availability is not possible appropriate controls will be put in place.
- Information must have the metadata to enable it to be easily discoverable
- Systems must be designed to provide easy searching and retrieval of information, consistency of presentation and, through open and integrated standards, wide accessibility from other systems
5. Information must be easy to use

Implications

- User-centered design principles must inform the selection, development and implementation of all systems and resources
- Information providers must understand and meet the requirements of all those who may use it
- Information must be comprehensible. It must be presented in a way, and in a language, which is clear and appropriate to the users of the information.