

2.6 Guiding principles - Information management

Scope

These guiding principles assist Special Purpose Vehicles (SPV) with information management.

Information management policy

The management of Government-sensitive information must be treated with extreme care and confidentiality. An information management plan should clearly articulate how the SPV will manage all information it comes into contact with and provide guidance to all personnel on their obligations regarding access and security of that information.

SPVs should implement an information management plan and use the Australian Standard and Guidelines for Records Management AS ISO 15489.1 and AS ISO 15489.2 as a guide. A template is provided in 2_7_T Information Management Plan.

Security of information

The SPV should ensure a process is in place for storing or destroying information of any nature. This too should form part of, or align to, the SPV's information management plan.

For private or personal information that has been collected, including information for probity checks, that information should be stored and/or destroyed as per the plan and in consultation with Queensland Police.

Confidential government information

In some circumstances, an SPV may be privileged to confidential government information such as Cabinet in confidence, or commercial in confidence documents.

In these circumstances, any information of this type should be treated as strictly confidential and appropriate measures undertaken to ensure that confidentiality is maintained.

All confidential information, whether electronic or in hard copy, should be stored in dedicated secure areas that are not accessible to unauthorised officers. This could include:

- having password protected screen-savers installed on computers
- administrative practices that govern the printing or copying of documents
- ensuring that copies are securely disposed of.

Cabinet documents and related information should not be retained by the SPV under any circumstances.

More information

For more information, please visit www.dip.qld.gov.au or email SPV@dip.qld.gov.au.