



**WORKSAFE**  
**ACT** SAFE +  
HEALTHY  
WORKPLACES

# **RECORDS MANAGEMENT POLICY**

**2021**



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## RECORDS MANAGEMENT POLICY

### PURPOSE

This policy, authorised by the Work Health and Safety Commissioner, forms part of the records, information and data management framework for the creation, capture and management of records, information and data of WorkSafe ACT.

This policy, along with supporting procedures, business tools and systems, training and communication strategies are essential elements of the records, information and data management framework.

### SCOPE

This policy applies to all full-time and part-time staff, volunteers, consultants, contractors and outsourced providers as part of their duties.

This policy applies to all aspects of WorkSafe's organisational business, all records, information and data created during business transactions, and all business applications used to create or store records, information and data, including emails, cloud-based solutions, business systems, databases and websites.

### POLICY STATEMENT

Information, data and records, and vital corporate assets and their management, is the responsibility of all who work directly and indirectly for WorkSafe ACT.

This policy provides the basis for how WorkSafe ACT, and its employees, can adhere to legislation and better practice requirements for records, information and data, including what is outlined in:

- the [Territory Records Act 2002](#)
- WorkSafe ACT's Records Management Program
- the Standard for Records, Information and Data
- various guidelines to implement the Standard for Records, Information and Data, and
- international standards.

WorkSafe ACT and its employees must make, keep and manage full and accurate records, information and data in a timely manner to support business needs, statutory body accountability, legal and regulatory obligations, community expectations and historical purposes.

WorkSafe ACT is committed to proper management of records, information and data as mandated by the *Territory Records Act 2002* and will ensure records, information and data are retained for as long as required in a readily accessible form.

This policy should be referenced within other organisational policies and procedures to ensure its application is widespread and consistent.

### DEFINITION OF RECORDS, INFORMATION AND DATA MANAGEMENT

Records are information created and kept, or received and kept, as evidence and information by a person in accordance with a legal obligation or in the course of conducting business. Records, information and data management covers, but is not limited to, the creation, keeping, protection, preservation, storage and disposal of, and access to, records of the organisation.

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Information, data and records management processes may be applied by all full-time and part-time staff, volunteers, consultants, contractors and outsourced providers as part of their duties. Some processes are solely carried out by the Records Management staff.

## RESPONSIBILITIES FOR RECORDS, INFORMATION AND DATA MANAGEMENT

### Every employee

All WorkSafe ACT staff are responsible for the creation and management of records, information and data about the work they perform for the organisation.

Additional responsibilities also exist for certain categories of staff, as outlined below:

### Work Health and Safety Commissioner

The Work Health and Safety Commissioner is ultimately responsible for the management of records, information and data, and has authorised this policy, promotes compliance with this policy, and when appropriate, delegates responsibility for records, information and data management to the Deputy Work Health and Safety Commissioner, and ensures all WorkSafe ACT records management policies are adequately resourced.

### Senior Leadership

The WorkSafe ACT Senior Leadership team is responsible for the active support of, and adherence to, this policy by promoting a culture of compliant records, information and data management, and overseeing the development and currency of strategic documents for records management.

### ICT Professional Staff

ICT staff, including Shared Services ICT staff that provide ICT support to WorkSafe ACT staff, are responsible for maintaining the technology for business systems, including appropriate system accessibility, security and back-ups. ICT staff should ensure that any actions, such as removing data from systems or folders, are undertaken in accordance with this policy, particularly in terms of the Records Disposal Schedules.

### Managers and Supervisors

All managers and supervisors are responsible for ensuring their staff, consultants, contractors and outsourced providers are aware of, and follow, their responsibilities for records, information and data management. This includes addressing records, information and data management during performance review discussions and when establishing job roles and contracts, and ensuring records, information and data management policies are followed.

Managers and supervisors should also advise Records Management staff of any changes in the business environment, such as new areas of business or the planned de-commissioning and procurement of business systems.

### Volunteers, contractors, consultants and service providers

Volunteers, contract staff, consultants and service providers must create and manage records in accordance with this policy and supporting procedures.

## INFORMATION, DATA AND RECORDS MANAGEMENT PRINCIPLES

WorkSafe ACT's information, data and records will be managed according to the Principles outlined in the Standard for Records, Information and Data released by the Director of Territory Records.

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Refer to the Standard for Records, Information and Data and the associated guidelines in applying these principles.

## LEGISLATION AND STANDARDS

All government statutory agencies must comply with a range of laws related to the creation and capture of records, information and data. This includes:

- *Territory Records Act 2002*
- *Territory Records (Records, Information and Data) Standard 2016 (No 1)*
- *Freedom of Information Act 2016*
- *Evidence Act 2011*
- *Information Privacy Act 2014*
- *Health Records (Privacy and Access) Act 1997*
- *Electronic Transactions Act 2001*
- *Public Sector Management Act 1994*
- *Financial Management Act 1996*
- *Work Health and Safety Act 2011*
- *Working with Vulnerable People (Background Checking) Act 2011*

## ENDORSED LOCATIONS

Only endorsed locations can be used to store records, information and data to ensure their appropriate management.

Locations must be registered with Records Management staff, and form part of the Records, Information and Data Architecture Register, to help ensure appropriate records management processes can be applied and, where appropriate, supported by the development of information management plans.

## OWNERSHIP

All records, information and data generated by full-time and part-time staff, volunteers, consultants, contractors and outsourced providers as part of their duties for WorkSafe ACT are Territory records and belong to WorkSafe ACT and not to individuals or companies.

## REVIEW OF THE RECORDS MANAGEMENT POLICY

A review of this Records Management Policy will be undertaken at least every five years, or as required. Reviews may result in the replace or amendment of this Records Management Policy.