

INFORMATION AND RECORDS MANAGEMENT POLICY

Purpose:

To establish a framework for the implementation of the University's information and records management programme that ensures full and accurate records of the University's activities are created, captured, maintained, made accessible, stored, and legally disposed of in accordance with legislative requirements.

Audience:

This policy applies to all university staff and its affiliated organisations, including its business enterprises such as wholly owned subsidiary companies, joint venture companies, partnerships, trusts, and research centres. It also applies to volunteers and independent contractors in the course of their work for, and on behalf of the University.

Policy:

1. Information and records created in the course of the university's business are owned by the University and subject to its control – unless otherwise superseded by another University Policy or Agreement.
2. Information and records created by a contractor during the course of a contract belong to the University and

Definitions:

Business Activity is an umbrella term covering



records.