

## Organisational policy

### Information Asset Custodianship Policy

Approved by CEO: 

10 November 2023

Considered by ELT: 25 October 2023

### Policy purpose

The purpose of this policy is to ensure a consistent approach to how Sunshine Coast Council (Council) assigns information asset custodians, and their roles and responsibilities for maintaining an information asset's value.

This policy seeks to improve the understanding of the value of Council's information assets and contributes towards ensuring the visibility and discoverability of Council's information holdings.

### Policy scope

This policy outlines a consistent approach to the way information custodianship is applied across Council information assets, and applies to:

- All Council employees (including contingent workers, contractors, agency casuals, and volunteers).

This policy applies to all forms of Council information including, but not limited to:

- Information in Council business systems and repositories, including what is presented in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical forms.

This policy does not replace, modify, or revoke any legislative or administrative requirements or processes that apply to the publication or release of information (e.g., requirements to make information available under other legislation, law, complaints / investigation processes, requests for information that are primarily contractual disputes or usual business practices involving release of information).

This policy is not intended to interfere with, or restrict, operational areas routinely releasing information that is necessary while performing day-to-day functions and activities of Council.

### Policy statement

Council will identify its information assets and assign custodianship roles and responsibilities to ensure assets are managed throughout their lifecycle to ensure information is relevant to Council's business needs and is renewed or retired at the appropriate time.

Council staff will be provided with appropriate training for the compliant management of information collected, created, received, used, and shared by Council.

This policy must be read and complied with in accordance with *Information Asset Custodianship Guidelines, Information Security Policy, Information Privacy Policy, Records Management Policy, Administrative Access & Right to Information Policy, Information Access and Use Policy*, and relevant guidelines.

### Policy requirements

Information assets collected, created, received, used, and shared by Council will be identified and assigned an appropriate Information Asset Custodian and Steward with details recorded in Council’s Information Asset Register (IAR).

Council’s IAR will be managed and maintained appropriately and in accordance with relevant processes, policies, regulations, and legislation.

Training for Information Asset Custodians and Stewards will be provided, and completion monitored, to ensure awareness and compliance with the role and its responsibilities.

### Policy principle

This policy is supported by the Council Information Management principle “Valued – Information is valued as an asset to Council, our stakeholders and customers”.

### Policy review

The Chief Information Officer will oversee a review of this policy at least every 4 years, with policy risk factors to trigger earlier reviews as required.

## Policy Roles and Responsibilities

Role	Responsibility
Information Asset Owner	<p>Is responsible under the <i>Local Government Act 2009</i> (Qld) for the safe custody of:</p> <ul style="list-style-type: none"> <li>All records about the proceedings, accounts or transactions of Council or its committees.</li> <li>All information owned or held by Council.</li> </ul> <p>The Information Asset Owner is the Chief Executive Officer (CEO).</p>
Information Technology Steering Committee (ITSC)	<p>Provides strategic advice to the Information Asset Owner on the management of Information Assets.</p> <p>Is an escalation point for advice on issues or risks related to information assets raised by Information Asset Custodians.</p>
Chief Information Officer (CIO)	<p>Responsible for overseeing regular reviews of this policy and advise results of the review and make recommendations for change (if required or desirable) to the ITSC.</p>

<p>Information Asset Custodian</p>	<p>Information Asset Custodians ensure a coordinated and documented approach to the quality assurance and management of Council's information assets.</p> <p>Information Asset Custodians are responsible for:</p> <ul style="list-style-type: none"> <li>• Implementing and maintaining information assets according to the rules approved by the Owner.</li> <li>• Ensuring proper quality, security, integrity, correctness, consistency, privacy, confidentiality, and accessibility throughout an information asset's lifecycle.</li> <li>• Ensuring information assets are consistently identified, managed, and accurately recorded in Council's IAR.</li> <li>• Ensuring the appropriate information security classification is applied to information assets.</li> <li>• Advising on and approving the appropriate access and use of Council's information assets based on the information security classification, including approval for internal sharing or public release</li> </ul>
<p>Information Asset Steward</p>	<p>Information Asset Stewards are staff who support the Information Asset Custodian with managing Information Assets.</p> <p>Information Asset Stewards are responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting the Information Asset Custodian with their responsibilities in maintaining the Information Asset.</li> <li>• Be a key contact to advise the suitability of the Information Asset and appropriate use cases.</li> <li>• Define and identify information assets in their own domain.</li> <li>• Maintain the quality and integrity of the information asset.</li> <li>• Create processes and procedures and manage access controls across their own information asset domain.</li> </ul>
<p>Information Management Team Leader</p>	<p>The Information Management Team Leader is responsible for:</p> <ul style="list-style-type: none"> <li>• Conducting monitoring activities across the IAR to ensure the management and maintenance of information assets within the register is compliant with relevant policies, procedures, regulations, and legislation.</li> </ul>

- Monitoring the regulatory environment to ensure any changes are accounted for and applied across Council's policies, procedures, and guidelines.
- Ensuring appropriate information management-related training is kept current and available for Council staff, including for Information Asset Custodians.
- Providing high-level guidance to Council staff, including to Information Asset Custodians, about information management-related processes and procedures.

## Measurements of success

The success of this policy will be measured by the extent to which Council experiences:

Measure	Outcome sought
An increase in information assets recorded within the Information Asset Register.	Contributes towards an improved understanding of the value of Council's information holdings ensuring the visibility and discoverability of Council's information.
An increase in the percentage of information assets publicly available.	Contributes towards ensuring the visibility and discoverability of Council's current information.
An increased number of Information Asset Custodians and Stewards identified and onboarded.	A consistent approach to how Council assigns information asset custodians, thereby improving the integrity and relevance of Council information
A high completion percentage for relevant custodianship training by Council staff.	A consistent approach to how Council assigns information asset custodians.

## Definitions

Refer to Council's Policy Framework for definitions of common terms. The following contains definitions for terms specific to this policy. For otherwise undefined terms, the plain English meaning informs interpretation.

<b>Term</b>	<b>Definition</b>
<b>Information</b>	Information is any collection of data that is processed, analysed, interpreted, organised, classified, or communicated in order to serve a useful purpose, present facts, or represent knowledge in any medium or form. This includes a presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical forms
<b>Information Asset</b>	An identifiable collection of information stored in any manner and recognised as having value to enable the Council to perform its business functions, thereby satisfying a recognised Council requirement e.g., files, databases, paper-based and electronic documents, records, hardware items, software, or other infrastructure items.
<b>Information Asset Custodian</b>	The recognised officer responsible for implementing and maintaining information assets according to the rules set by the owner to ensure proper quality, security, integrity, correctness, consistency, privacy, confidentiality, and accessibility.
<b>Information Asset Steward</b>	Are key officers who support the Information Asset Custodian with managing the Information Asset. They are generally the subject matter expert or application administrator of the source system that stores the Information Asset.
<b>Information Asset Register</b>	A register listing the existing information assets across council. It enables users of information to identify the available information resources from a single source and provides Information Asset Custodians and Stewards with an overview of the information assets under their care.

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### POLICY INFORMATION

<b>Title</b>	Information Asset Custodianship Policy	
<b>Purpose</b>	The Information asset custodianship policy states a consistent way that Sunshine Coast Council assigns roles and responsibilities to its information assets.	
<b>Document number</b>	D2023/1122187 Corporate Governance to update with FINAL EDDIE reference>	
<b>Corporate Plan reference</b>	<b>Goal</b>	An Outstanding Organisation
	<b>Pathway</b>	Maintain a sustainable organisation that is well placed to respond to the needs of our growing region.
	<b>Service Output</b>	Digital Information Services
<b>Category</b>	Digital Information Services	
<b>Subcategory</b>	Information Management	
<b>ELT advice date</b>	25 October 2023	
<b>CEO approval date</b>	10 November 2023	
<b>Effective date</b>	10 November 2023	
<b>Review schedule</b>	A full review must be undertaken within every four years, and reviewed policy document must be provided to highest level approval authority for endorsement. Reviews may occur more regularly as required, having regard to a policy risk assessment.	
<b>Last review</b>	Established 2023	
<b>Next review</b>	2026	
<b>Policy holder</b>	The Manager responsible for this policy is: the Chief Information Officer	
<b>Approval authority</b>	CEO has authority to endorse material changes on advice of ELT. Relevant Group Executive has authority to approve non-material changes. Relevant policy holder has authority to approve minor non-material changes.	

### RELATED DOCUMENTS

<b>Legislation</b>	<i>Local Government Act 2009 (QLD)</i> <i>Public Records Act 2002 (QLD)</i> <i>Right to Information Act 2009 (QLD)</i> <i>Information Privacy Act 2009 (QLD)</i> <i>Human Rights Act 2019</i>
<b>Policy setting documents</b>	Queensland Government Enterprise Architecture Information Asset Custodianship Policy (IS44)
<b>Operational documents</b>	Information Asset Custodianship Guidelines Records Management Policy Information Security Policy Information Access and Use Policy Strategies and Plans Guideline

VERSION CONTROL				
Version	Reason/Trigger	Change	Endorsed/Reviewed by	Date
1.0	Information Classification Review. Service Maturity and Capability Uplift.	Human rights compatibility assessed	CEO on advice of ITSC	10 November 2023