Information Management Policy

for the Victorian Public Service

May 2017

Vision:

The Victorian Government and Victorians have access to trusted information that is valued as an asset, improves decision making, enables insight, is released and shared to the maximum extent possible, and supports the planning and delivery of good policy and better services to Victorians.

PURPOSE	To provide direction to the Victorian Public Service in information and information management practice.		
APPLIES TO	All Departments and Victoria Police	**AUTHORITY**	Victorian Secretaries Board
PERIOD	2017 to 2020	**ADVISED BY**	DPC, following consultation with the Information Management Group and the CIO Leadership Group
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Information Management Policy

Policy Statement

Information is critical to how the Victorian Government makes decisions, acts transparently, demonstrates accountability, collaborates, develops policy and delivers services to Victorians.

The government will operate under the following principles:

Principle 1:   Information is valued and governed as an asset

Principle 2:   Information is created and managed digitally

Principle 3:   Information is fit for its intended purposes and is easy to find, access and use

Principle 4:   Information is shared and released to the maximum extent possible

Principle 5:   Information management capability is fostered and embedded into how the government does its work

Note: For the purpose of this policy, 'information' refers to both 'information' and 'data'.

Principles

Principle 1: Information is valued and governed as an asset

Like other assets, the government's information is effectively managed and maintained to maximise its value in making decisions, in delivery of services and development of policy.

Information assets have an owner who has overall accountability. Significant information assets are identified and have an assigned custodian, who is responsible for ensuring the asset is managed and protected according to its risk profile and regulatory obligations.

Principle 2: Information is created and managed digitally

Digital information and end to end digital processes are the default position, with hardcopy records managed by exception.

Managing information digitally increases the government's responsiveness and mobility, strengthens innovation, and reduces the cost of manual processes and hard copy records.

Principle 3: Information is fit for its intended purposes and is easy to find, access and use

The way that information is created and managed is based on its operational and strategic importance, its risk profile, and the needs of all its users - citizens, government, partner organisations and industry.

Information should be easy for users to find, access and use.

When reusing or repurposing information; users should be able to evaluate if the information is useful for their needs and of the level of quality required (information doesn't have to be perfect to be useful).

Public

Principle 4: Information is shared and released to the maximum extent possible

The more information is used, the more its value increases and benefits are realised. Government information is shared and released to the maximum extent possible, unless it is either not in Victoria's best interest or is precluded by legislative, regulatory, privacy, security or commercial reasons.

Sharing information across government:

- reduces the administrative burden on agencies
- reduces the overall cost of information development and management
- facilitates better reporting, analysis and the generation of insights
- improves collaboration and creates a more connected government.

Releasing information to the public:

- promotes government transparency
- stimulates innovation and commercial activity
- gives researchers access to more data
- leverages information by making it available to reuse, repurpose and share.

Principle 5: Information management capability is fostered and embedded into how the government does its work

Good information management requires government employees to be competent in a range of information management capabilities, such as: information sharing, release, discovery, data manipulation or transformation, data quality, de-identification and information security.

Information management capability should match the importance and value of the information managed to create a culture of accountability towards information.

Adopting the policy

The policy is intended to be read in conjunction with the Information Management Framework (framework).

The policy provides high-level guidance on how the Victorian Government's information is created, managed, shared and used. More specific guidance is provided in the framework and its associated statements of direction, standards and guidelines (as they are issued).

Scope

The following departments and agencies are formally in scope:

Department of Economic Development, Jobs, Transport and Resources

Department of Education and Training

Department of Environment, Land, Water and Planning

Department of Health and Human Services

Department of Justice and Regulation

Department of Premier and Cabinet

Department of Treasury and Finance

Victoria Police

Glossary

The glossary of terms and abbreviations used in this document are defined in the IM GUIDE 03 Information Management Glossary.

Further information

For further information regarding this standard, please contact Enterprise Solutions at the Department of Premier and Cabinet, at enterprisesolutions@dpc.vic.gov.au.

Document control

Approval

This document was approved by the Victorian Secretaries Board on 23 August 2017 and applies from the date of issue (see cover).

Version history

Version	Date	Comments
0.1	28/10/2016	First draft sent to stakeholders
0.2	11/11/2016	Second draft incorporating feedback from stakeholder review
0.3	07/02/2017	Third draft incorporating feedback from stakeholder review
0.4	08/03/2017	Recommended by the Information Management Group
0.5	03/04/2017	Removed 'primary' from 'gives researchers access…' in Principle 4. Other minor changes to explanatory wording. Endorsed by the CIO Leadership Group
0.6	18/05/2017	For endorsement by the Integrity and Corporate Reform Subcommittee
0.7	10/08/2017	For endorsement by the VSB
1.0	23/08/2017	Approved by the VSB.