



# Synod Wide Information Management

## Policy Statement H

### Statement

The Uniting Church in Australia, Queensland Synod through the Synod Standing Committee and, by virtue of the legislation, through The Uniting Church in Australia Property Trust (Q.) recognise the importance of effective management of information to deliver strategic priorities and achieve the diverse (and complementary) objectives and goals of various entities across the Synod.

The management of information is underpinned by the principle that information is a valued asset and forms the basis of decision making across all Synod entities which provides insight and innovation to build organisational accountability and foster community confidence in an organisation.

The objective of Information Management is to control and administer information assets throughout their lifecycle (capture, distribute, use, maintain and dispose) in a secure, efficient and accountable manner.

Individual entities are expected to:

- Adhere to privacy policies
- Maintain appropriate Records Management policies
- Be digital where practical, remembering the Queensland Synod serves communities and congregations where digital is not always the most appropriate method
- Ensure hardcopy and digital information is appropriately secured
- Consult with the Queensland Synod Office for advice if unsure
- Maintain appropriate procedures to manage the access and security of information systems.

### Scope

This policy statement applies to all entities across the Uniting Church in Australia, Queensland Synod and their respective employees, ministry agents, volunteers and contractors.

### Revisions

Document number		Policy Statement H			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	01.11.2018	SSC	01.11.2018	Executive Director Shared Services	Chief Information Officer
Next scheduled review		01.11.2021			