Records Management Policy

AIFE

Purpose

This Policy explains how Australia Institute of Future Education (**AIFE**) creates, manages, stores, retrieves and disposes of records.

Scope

This Policy applies to:

- All staff (full-time, part-time, casual or contract)

- Contractors and consultants providing services to AIFE

- Members of AIFE's Governing Bodies, and

- All records AIFE creates, including paper-based and electronic records.

Policy

Principles

The creation, management, storage, retrieval and disposal of records at AIFE will be guided by the following principles.

Records
- Important records on a range of AIFE activities are generated including on teaching, students, staff, finances and business administration. AIFE will implement good practice in the creation, management, retrieval, security, and disposal of such records through this Policy

- Privacy and risk mitigation are fundamental considerations in the management of all corporate and personnel records

- Access to all records is restricted to authorised staff with a business process requirement

- Record management training will be given to new staff at induction

Data
- Data is collected only for the following purposes:

  - To support AIFE's operational activities

  - To inform quality improvement, risk management and strategic planning

  - To meet external reporting requirements

- All AIFE staff are responsible for collection of accurate and complete data

- Personal data collected by AIFE will be managed responsibly

- Data is protected from unauthorised access and modification

- Data is only made available to third parties in accordance with legal and regulatory requirements

General Requirements

Australia Institute of Future Education
TEQSA Provider ID: PRV14382 (Australian Institute of Higher Education) I ABN: 61 653 511 221
www.aife.edu.au

AIFE

Record Creation and Capture	• All staff are required to maintain accurate records of all activity for which AIFE may be held accountable and integrate these records within AIFE's records management system in compliance with this Policy
	• All documents must be marked with version control including date of record creation / update
Record Storage, Archiving and Disposal	• In determining appropriate storage for current and non-current records, consideration must be given to the protection provided by any selected storage facility, sensitivity of records, required retention periods as well as access requirements and demands
	• Staff are responsible for applying adequate security measures for the access and use of records in accordance with legislative, regulatory or business requirements.
	• Records should be accessible on a 'need-to-know' basis and security arrangements should provide for reasonable protection and detection of breaches
	• Staff must not relinquish, amend, destroy or damage records belonging to AIFE without approval from the CEO
	• Records will be retained for a period determined by the type of record:
	o Business records – A minimum of seven (7) years
	o Staff records – A minimum of five (5) years after the staff has ceased employment at AIFE
	o Student records will be retained indefinitely and securely archived after two years to enable students to request access to their records.
Record Security and Data Protection	• The security of records is established through electronic back-up, and/or secure storage on-site or off-site in an area where records are protected from damage and incursion but may be retrieved as required and authorised
	• Measures for the prevention of unauthorised access, disclosure or alteration of personal, sensitive or otherwise confidential information include the following controls:
	o Access to student and staff records are to be provided only on a 'need-to-know' basis
	o Third party access to personal information is limited to what is permitted under this Policy
	o Physical records are stored in secured areas or secured cabinets

AIFE

o   Contracts with external parties which may access or be provided with AIFE records will include relevant legal provisions in their contracts about AIFE's records management requirements and processes.

Categories of Records

Business Records

- Business records are records of everyday business activities carried out at AIFE which includes, but are not limited to:

  o   Formal communications between AIFE staff and internal and external bodies

  o   Formal communications between staff and students

  o   Policy decisions and amendments including procedural changes

  o   Transactions conducted on behalf of AIFE with internal or external parties, including financial transactions.

Marketing Records

- Marketing records promote AIFE, its learning resources and environment, staff and courses to prospective students. Information developed for this purpose is used for the website, the student handbook and brochures, and will be retained for two years

Student Records

- As required by this Policy, student records are accessible only on a 'need-to-know' basis. Therefore, the Dean and staff from Admin Support will only have access to student records.

- Student records include, at a minimum:

  o   Application and certification documentation

  o   Enrolment data

  o   Financial transactions

  o   Academic results and progress information

  o   Formal communications between staff and students, and

  o   Any incidents involving individual students such as complaints, allegations of misconduct and breaches of academic integrity, and critical incidents

- Student records must be stored securely for a minimum of two (2) years after the student's graduation. After this period, student records will be retained indefinitely, so students can request additional copies.

Staff Records

- At commencement, a staff file will be allocated to a recently engaged staff. The staff file must contain, at a minimum:

Australia Institute of Future Education
TEQSA Provider ID: PRV14382 (Australian Institute of Higher Education) I ABN: 61 653 511 221
www.aife.edu.au

AIFE

- o   Certified qualification
- o   Curriculum Vitae
- o   Appointment details
- o   Documentation in relation performance reviews
- Staff records will also include staff payments, taxation, superannuation and any associated financial activity between AIFE and the staff
- As required by this Policy, staff records are accessible only on a 'need-to-know' basis
- Staff can request access to their records at any time during their employment

Responsibilities

The Board of Directors and the CEO have overall responsibility for records management.

Managers of their respective area (e.g. Admin Support) have responsibility for records management in their business area.

Definitions

For the purposes of this Policy, the following terms are defined as follows:

Governing Bodies	Consists of the Board of Directors, Academic Board, Course Development Committee and, the Learning and Teaching Committee, and any other committees established by the Board of Directors or the Academic Board

Version history

Version #	Changes	Approval Body	Approval Date
1.0	New policy	Board of Directors	02 May 2022

Additional Information

Policy Status	Approved
Policy Owner	CEO
Next Review Date	3 years from Approval Date
Related Internal Documents	Not applicable
Higher Education Standards Framework (Threshold Standards) 2022	Standard 7.3.3
Other Legislative or Regulatory Instruments	Not applicable

Warning - Document uncontrolled when printed! The current version of this document is maintained on the Australia Institute of Future Education's website at www.aife.edu.au

Australia Institute of Future Education
TEQSA Provider ID: PRV14382 (Australian Institute of Higher Education) I ABN: 61 653 511 221
www.aife.edu.au

AIFE