CASP022- INFORMATION MANAGEMENT POLICY

STATUS	☒	New Policy
	☐	Continuation of Existing Policy
	☐	Revised Policy
SCOPE	☒	All CAS
	☐	Some CAS (……)
	☐	One CAS (……)
TARGET AUDIENCE	☒	Staff: ☒ All ☐ Academic staff ☐ Non-academic staff
	☐	Students: ☐ All levels ☐ UG ☐ PG
		☐ All specialisations ☐ Some (……)

1 Rationale and Purpose

Good management and the timely and accurate attendance to issues require a well-informed decision-making process, which, in turn, entails the smooth flow of information. CAS is committed to managing its information base in a way that allows every stakeholder access to the data they need to perform their functions.

This policy outlines the principles and guidelines that shall govern the information flow in CAS.

2. Definitions

Information: Any data, documents or records created or received as part of College's business activities.

Document: Information that is stored as a single entity on some medium (e.g. on paper, computers drive etc.).

Record: A document which has content, context and structure and which provides evidence of a business transaction or contains information needed to carry out College's business.

3. Policy Content and Principles

This policy document covers the information management framework for all other policies, guidelines and procedures within CAS. It is supported by a framework of more detailed documents that cover the creation, use, storage and disposal of documents and records. This policy is aligned with the existing archiving laws of Oman.

3.1 General

3.1.1. An information literate culture should be created, where all staff recognise that information is everyone's responsibility and have the skills, confidence and commitment to effectively manage information according to their role.

3.1.2 Responsibility is to be assigned to appropriately skilled individuals with clear responsibilities for creating, maintaining and promoting detailed information policies, standards, procedures and guidelines, and for monitoring compliance.

3.1.3 All staff and students are to have access to suitable guidance and training to develop and improve their responsibilities regarding information and its management.

3.2 Creation of Records

3.2.1 A document is to be assigned a meaningful title in a consistent format so that others can understand at a glance what the content is likely to be.

3.2.2 Version labels are to be applied so that the latest version of the document can be easily identified, and it is clear whether it is draft or final. In addition, the label should have appropriate protective markings and descriptors, in accordance with the Records and Archives Law and the MoHE classification system.

3.2.3 Sufficient additional data is to be applied to aid retrieval and to contextualise documents ('who', 'when', 'why' etc.).

3.2.4 Consideration is to be given to 'whole-of-life' disposition in accordance with the Records and Archives Law and the MoHE classification system.

3.2.5 Information is to be of the appropriate quality, and in the appropriate media, to support business needs. It is to comply with all relevant statutory and regulatory requirements.

3.3 Use of information

3.3.1 Information must be available to those with a business need to see it. This may include the reuse of data by third parties, including the public.

3.3.2 Risks to the confidentiality and integrity of information must be assessed and appropriate measures taken to protect information which cannot be shared for reasons of legality, security or privacy. It will be necessary to balance the need to protect information with the need to effectively make use of it.

3.3.3 Appropriate measures are to be taken to protect information from inadvertent or unauthorised creation, access, alteration, transmission or destruction.

3.3.4 Users are to consider the licensing agreements in accordance with Public Sector Information regulations for re-using government data, implementing technical controls on using the data and systems in the colleges when necessary.

3.3.5 Where data is to be shared, links to information should be used in preference to reproducing, or sending attachments in emails. Shared documents should not contain comments, racked changes, or similar 'hidden' content.

3.3.6 If information is to be published, it should comply with MoHE Corporate Identity Standards and comply with all legal requirements.

3.4 Storage

3.4.1 Information should be stored and retained only for as long as it is meets a business or regulatory need. Personal data is to be stored in compliance with the requirements of the Data Protection Act.

3.4.2 Physical data is to be stored in registered files, while personal information should only be stored in personal storage devices. Digital data (e.g. emails) is to be stored in shared repositories such as EDRM system or hard drives. Data should not be stored permanently on removable media (e.g.: DVD, CD, Flash memories) or in a format that may not be supportable long-term. The size of personal Outlook mailboxes and personal drives should be restricted

3.4.3 Information should be stored and maintained in accordance with a corporate file plan. This is to include a schedule for the review of stored data.

3.4.4 Appropriate access controls should be applied in order to protect information, including personal information, which cannot be shared without authorisation.

3.4.5 Vital information which is required to carry out essential core functions, and which must be restored promptly in the event of a disaster, should be identified.

3.5 Disposal

3.5.1 All legislative and other MOHE mandatory requirements relating to the protection or destruction of information must be complied with.

3.5.2. Information is to be disposed of securely so that reconstruction or recovery in physical or digital form is unlikely.

4. Legislative Compliance

Intellectual Property Rights (covered in CASP013).

5. Supporting Material

Intellectual Property Laws ver.4 2008
Law of Electronic Transactions 2008
The Records and Archives Law 2007
Telecommunication Regulatory Act 2002
Press and Publication Act
Archiving Procedures (Appendix C)

6. Appendices

Appendix A: Roles & Responsibilities

Appendix B: MoHEClassification System

Appendix C : Archiving Procedures

7. Approval Agency: Board of Trustees (CAS)

8. Approval Dates

This policy was originally approved on:	[	]
This version was approved on:	[	]
This version takes effect from:	[	]
This policy will be reviewed by:	[	]

9. Policy Sponsor: Director General of CAS

10. Contact Person: Directorate General of CAS