**POLICY STATEMENT**

| Policy statement | Good Samaritan Education (GSE) information and records are the organisation’s corporate memory, and as such are a vital asset for ongoing operations, providing valuable evidence of business activities and transactions. They support the ongoing and future conduct of business at strategic and operational levels.
| Rationale | GSE is committed to implementing best information and recordkeeping practices and systems to ensure the creation, maintenance and protection of accurate and reliable records required to support business operations and accountability obligations.
|            | All practices concerning recordkeeping within GSE are to be in accordance with this policy and its supporting procedures.
| Scope | The Policy covers all records, in any form, from any source, and on any media, including hardcopy and digital records. It applies to:
|            | • all GSE staff and persons engaged as consultants or contract service providers;
|            | • all aspects of business, all records and information created or received during business transactions; and
|            | • all business applications used to create records including email, websites and database applications that hold corporate records, including network drives.
|            | This policy is authorised by the Governing Council. The Executive Director has responsibility for the implementation of this Policy, regular review and reporting to the Governing Council.
| Organisation and Policy context | GSE is a Church entity established under canon law for governance of Good Samaritan Schools in Australia. Members are responsible for ensuring the ecclesial nature of Good Samaritan Education is maintained and nurtured. Members are admitted in accordance with the Statutes. A minimum of seven Members are elected to the Governing Council by their peers at an Annual Assembly. The Council is entrusted with governance of Good Samaritan Education. Established in June 2011, GSE assumed canonical responsibility for 10 Catholic Colleges from the Sisters of the Good Samaritan. These Colleges are located in New South Wales, Queensland and Victoria. Each school is incorporated as a company limited by guarantee, with GSE Members being appointed as Company Members of each College. The Company Members are accountable to Good Samaritan Education through the Governing Council for ensuring that the charism of Good Samaritan Education is central to all educational endeavours of the College. The Board of Directors of each College is responsible under civil law for the governance of that College. Directors are appointed by the Company Members and the Board is accountable to them for conduct of the ministry of the school. The Principal is appointed by the Board with approval of the Company Members and the Governing Council. The Principal is responsible for leadership and management of the College according to the policies of the Board and is accountable to the Board for performance. Key stakeholders include: • the Assembly and the Governing Council, which governs operations; • the Colleges, which provide funding under a service fee arrangement; • the Bishops of the dioceses in which the schools are situated • the Sisters of the Good Samaritan; • College students and their families; and • Partner and community organisations working with GSE. GSE will develop recordkeeping systems that capture and maintain records with appropriate evidential characteristics in accordance with its obligations. This Policy conforms to AS ISO 15489 Records Management. |
| Legislation and standards | |
### Consequences

| Records Management Program | A Records Management Program has been established by GSE. This program will be implemented through a comprehensive Records Management Framework comprising:  
• This Policy;  
• Procedures;  
• A Business Classification Scheme (BCS);  
• An Access and Security Model;  
• A Records Retention Authority; and  
• Appropriate training for staff.  
GSE may choose to implement an electronic document and records management system (EDRMS) in the future.  
The implementation of the Records Management Program and this Policy will enable GSE to:  
• Conduct business in an efficient and accountable way;  
• Support organisational sustainability;  
• Deliver services consistently;  
• Support policy and decision making;  
• Demonstrate compliance with legislation and regulations;  
• Ensure business continuity; and  
• Maintain corporate memory.  
Records management will be addressed as part of the GSE’s business and strategic planning activities. Day to day activities will be appropriately resourced as part of routine business, with external expertise acquired to support projects as necessary. The Executive Director has responsibility for overall management of the Records Management Program. |

| What is a record? | Records are defined as:  
‘information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligation or in the transaction of business’  
Official records may be in hardcopy or digital format and include:  
1. Material produced by employees, contractors and consultants in the course of their official duties.  
   Examples include email, correspondence, contracts or agreements, papers, reports, publications, digital media, regardless of type/format.  
2. Incoming material received by employees, contractors and consultants in the course of their official duties.  
   Examples include email and correspondence  
3. Other items including images, databases and websites |
### Records Management Principles

| Principle 1: | Authorised systems and processes will be used for managing information and records in all formats. Digital records will be managed in digital format using shared network drives. A compliant recordkeeping system may be implemented in the future. |
| Principle 2: | Evidence of business will be captured and managed within authorised systems. |
| Principle 3: | All staff, contractors and consultants will comply with policies and procedures for the management of records. |
| Principle 4: | Conditions and controls must be in place to ensure information and records are secure and accessible. Confidential, personal or sensitive information must be handled appropriately to ensure protection from inappropriate access. |
| Principle 5: | Information and records must be authorised for disposal under the Good Samaritan Records Retention Authority, following prescribed procedures. |

### Record ownership

All records created or received by staff, contractors or consultants in the performance of their duties remain the property of the GSE unless otherwise explicitly stated. This includes hardcopy and digital records, information and emails and any records created using mobile devices.

### Record archiving and disposal

Records must only be managed in accordance with GSE’s Records Retention Authority approved by the Executive Director on behalf of the GSE Governing Council.

All record archiving and disposal must be undertaken in compliance with:

- GSE’s approved Records Retention Authority;
- Normal Administrative Practice Guidelines for the destruction of ephemeral, duplicate or reference only records; and
- in accordance with authorised GSE procedures.
**Corporate recordkeeping systems**

GSE intends to use a share network drive to manage records. Care should be taken when using shared drives and email boxes for digital storage as these do not contain records management functionality provided by recordkeeping systems to ensure records are captured correctly, are protected from deletion or maintained in accordance with this policy and recordkeeping standards. Manual processes must be applied to assist in managing documents until a corporate recordkeeping system is implemented in the future.

Any other corporate systems that hold records must also comply with this Policy. Examples include the finance system, social media and websites.

Generally information will be shared to facilitate business activities and collaboration. Consideration must be given to processes for the management of confidential, personal or sensitive information. A security and access model will be developed, linked to the BCS, to control access to particularly confidential, personal or sensitive information prior to implementation of the corporate recordkeeping system.

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<th>Responsibilities</th>
<th>Governing Council</th>
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<td><strong>The Executive Director</strong></td>
<td>• is responsible for the authorisation of this policy</td>
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<tr>
<td><strong>Managers</strong></td>
<td>Responsible for supporting and monitoring staff recordkeeping practices as defined by this Policy. Managers should create, and support the creation of records by staff, as part of normal business practices.</td>
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<td><strong>IT Service Providers</strong></td>
<td>Ensure adequate infrastructure is in place to support this policy, accompanying procedures, digital recordkeeping in compliance with requirements.</td>
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<td><strong>All Staff</strong></td>
<td>Responsible for the creation of accurate and reliable records as defined by this Policy.</td>
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<tr>
<td><strong>Contractors Consultants</strong></td>
<td>Responsible for meeting recordkeeping requirements as specified by GSE in this Policy, procedures or in contractual arrangements.</td>
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| Responsibilities arising from the Information and Record Management Framework | The **Records Management Framework** requires staff, contractors and consultants to use the following tools (in addition to this Policy):  
- Procedures;  
- Business Classification Scheme (BCS);  
- Records Retention Authority;  
- Desktop tools for creating electronic documents / records;  
- Designated records and information storage, processes and locations; and  
- Attend training on systems, policies and procedures. |
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<td>Review of the Policy</td>
<td>This policy will be reviewed by the Executive Director biennially or more frequently if required. It will be updated as needed to take account of any regulatory or business changes that affect its application.</td>
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### Review History

GSE9 Version 1.0 August 2014