

Access to, use of and sharing of Information, Records and Data must be managed appropriately in line with legal and business requirements and any policies, procedures and processes which are developed.

Access to systems which hold Information, Records and Data should be regularly reviewed and audited to ensure that access is appropriate and up to date.

Access to information by members of the public and external organisations is governed by specific legislation, namely the [Official Information Act 1982 \(New Zealand Legislation website\)](#) and the [Privacy Act 2020 \(New Zealand Legislation website\)](#) and may be subject to other legal considerations.

4. Roles and Responsibilities

4.1 Vice-Chancellor

The Vice-Chancellor is responsible for:

[Public Records Act 2005 \(New Zealand Legislation website\).](#)

Ensuring the University follows relevant policy, standards and guidelines made by the Chief Archivist for making and keeping full and accurate records of its activities.

Ensuring that relevant strategies and policies for Information, Records Management and data are developed, maintained and communicated.

These responsibilities have been delegated to the General Counsel/Registrar as Executive Sponsor at the University.

4.2 Information and Data Governance Steering Committee (IDGSC)

Governance oversight is provided through the Information and Data Governance Steering Committee.

The Committee is responsible for:

Endorsing relevant data and information management plans.

Resolving escalated data and information issues from Data Stewards or the Data Governance Working Group.

Monitoring the privacy implications of data and information management activities brought to it.

Record Refers to information created, received, and maintained as evidence and information in order to complete the business functions of the organisation. These may be in any format including (but not limited to), paper based, electronic, spreadsheets, letters, sound files, photographs etc.

Records Management Systematic control of the full lifecycle relating to the creation, use and maintenance of complete, accurate and reliable evidence of business transactions.

Retention and Disposal A range of processes associated with implementing records retention, destruction or transfer decisions which are documented in disposition authorities or other instruments.

Taxonomy A scheme of classification e.g. an information taxonomy

University Records Refer to public records created by the University when carrying out its activities. These records are defined under the Public Records Act 2005 and do not include academic research materials, personal teaching materials and materials created by students unless specifically designated as such.

Staff or Staff Member(s)

University (whether paid or unpaid), including but not limited to, contractors, subcontractors and their employees, adjunct appointees, Erskine visitors, consultants, guest lecturers, interns and volunteers. It also includes members of Council.

| Related Documents and Information

Whakaturetanga | Legislation

[Public Records Act 2005 \(New Zealand Legislation website\)](#)

[Privacy Act 2020 \(New Zealand Legislation website\)](#)

[Official Information Act 1982 \(New Zealand Legislation website\)](#)

UC Policy Library

[Privacy Policy \(PDF, 823KB\)](#)

Te Pae Tukutuku me te Ipurangiroto o UC | UC Website and Intranet

[Information and Records Management pages \(UC Intranet Staff Only\)](#)

[Disposal Schedule Authority for New Zealand Universities DA702 \(UC intranet Staff Only\)](#)