

IM024 – DATA MANAGEMENT AND STORAGE POLICY (EXTRACT)

1. Purpose

To ensure data is effectively collected, managed, maintained and stored as a strategic asset to support Complete Business Solutions Australia (CBSA) organisational priorities.

The intent of this policy is to:

- support the timely delivery of services through the collection and management of data that is fit-for-purpose and enables integration, use, re-use and preservation
- improve the integrity, quality and consistency of data management, including through the use of standards
- maximise the value of data for reporting purposes
- align data management with relevant legislation, regulations, and standards
- support analysis and analytics
- store data

2. Scope

This policy applies to all employees, contractors and consultants working for Complete Business Solutions Australia (CBSA).

The scope of the policy includes data in all mediums, including electronic or non-electronic (physical and hybrid) created, collected, managed, stored, disseminated and disposed of.

Please note 3-6 have been removed as they are not relevant for the BSBTEC402 Assessments.

7. File Naming Conventions

Naming folders and files in a consistent, logical and predictable way means that information may be located, identified and retrieved by yourself or colleagues as quickly and efficiently as possible.

The file name describes, at a glance, what the document is about, making it easier to browse files more effectively and efficiently.

- The objective is to ensure that the elements included in a file name are ordered in such a way as to facilitate the quick retrieval of the file during everyday business. The guidelines offer flexibility, and departments can decide the most relevant order for their files.
- It is good practice to adopt the naming conventions from the point of creation of the document.

- Make sure documents can be identified on their own - not dependent on the folder, they are saved in

Simple Key Rules

1. Keep file names short, meaningful and easily understandable to others.
2. Order the elements in a file name in the most appropriate way to retrieve the record.
3. Avoid unnecessary repetition in file names and obscure abbreviations and acronyms.
4. Avoid vague, unhelpful terms such as “miscellaneous” or “general” or “my files.”
5. Use capital letters and underscores (_) to clarify the file name.
6. Dates should always be included in the file name
7. Dates should follow the same format: YYYYMMDD, e.g. 20210425
8. When including a personal name, give the family name first followed by initials, with no comma in between, e.g. SmithAB
9. Avoid using common words such as ‘draft’ or ‘letter’ at the start of file names unless it will make it easier to retrieve the record.
10. The file names of records relating to recurring events should include the date and a description of the event, except where the inclusion of these elements would be incompatible with rule 3.
11. The version number of a record should be indicated in its file name by the inclusion of ‘_V’ followed by the version number (e.g. Version 1 = _V01, Version 2 = _V02 etc.).

Example

	Incorrect	Correct
File Name	ExcelPlanningTemplate20210919_V03	Excel_Planning_Template_20210919_V03
Explanation	This example shows how underscores and capitals have been used to add clarity; date and version number have been included.	

8. Document Storage

Saving Documents

- The final version of documents must be saved in word, excel etc. in addition to PDF to enable future edits to be made
- Each document file has its own ‘Archived Folder’ where previous versions of documents can be stored for future reference.
- Current and approved versions of documents are saved in the named folders.

Planning Templates > Excel Planning Templates	
Name	Status
Archive	
Excel_Planning_Workbook_20210919_V03	
Excel_Planning_Workbook_20210919_V03	
Excel_Planning_Template_20210919_V03	
Excel_Planning_Template_20210919_V03	

9. Principles

- **Accessible** – Data can be readily identified, located, and accessed by those with a legitimate need to know when required.
- **Privacy, confidentiality and security** – Privacy, confidentiality and security requirements will be adhered to for data collected, used and disclosed, transmitted, stored and disposed of.
- **Managed** – Leadership and accountability regarding data management is defined, communicated, acknowledged, and compliance is monitored, measured and reported to management.
- **Standardised** – the approach to data management is standardised and consistent.
- **Quality and integrity** – to preserve data quality and integrity, data collection and associated practices will be managed ethically and consistently to ensure data is accurate, valid, reliable, timely, relevant and complete, and is used for the appropriate purpose. Integrity is maintained when undertaking integration, migration, conversion and/or transformation.
- **Valued** – data is recognised as a core strategic asset.
- **Transparent** – data that is not protected by legislative and regulatory requirements is proactively disclosed and accessible. The Principle extends to the exchange and sharing of data.

10. Legislation

- Electronic Transactions Act 1999
- The Privacy Act 1988
- Australian Privacy Principles

11. Related Documents

The following are related to this policy and procedures:

- *CF005 – Privacy Policy & Procedures*

12. Document Control

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