Access to records ... risk and opportunity

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• Risk
Records can be accessed by someone without authority – possible breach of confidence, privacy, reputational damage

• Opportunity
Records and information are open, shared, used and re-used – more effective work, contribute to knowledge
Tension

- Privacy Act – protection of personal information
- Health Records Act – protection of health information
- Information Security – protection of information assets, secure against attack
- Public Records Act – openness and justifiable closure
- Freedom of Information Act – access to information
- Research and ‘open data’ – re-use of research data
- ‘Open government’ movement – encourage citizen participation through information access
University current business

- External researcher
- Internal research – history and reflection
- External request
- Individual – information on self
- Records open unless *justifiable restriction*
- Use must be authorised and take into account other legislation, licensing and copyright
- Records must be secured against unauthorised access or use - ensures integrity
- *Justifiable restriction* should be based on criteria relevant to the agency

• Personal information
• Health information
• FOI exemptions
• Security
  – See PROV Fact Sheets
University guidance

- Regulation 8.3.R5
- Records management policy
- Records access procedure
- Request for access form and guidelines