



Access to records ... risk and opportunity

Kathryn Dan

General Manager, University Records and Policy

February 2013



- 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





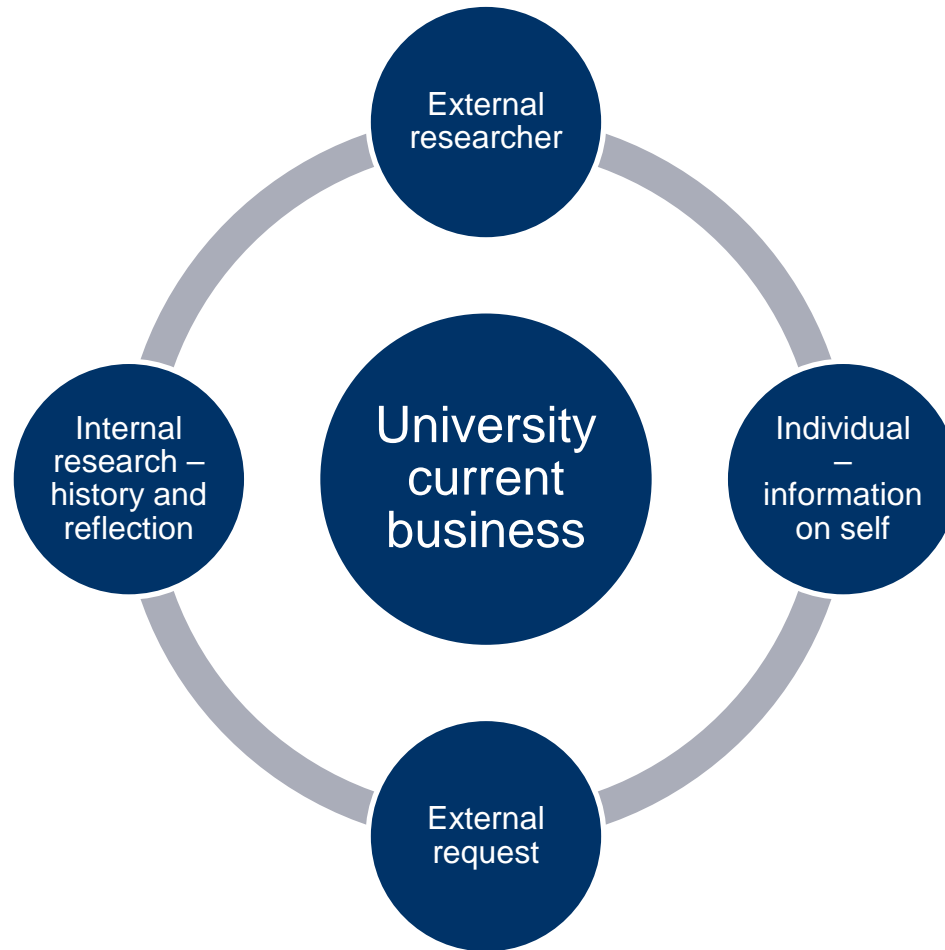
Tension

- 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







- 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

Access Standard [PROS 11/10](#)

Access to Records in Agency Custody Specification [PROS 11/10 S1](#)

Fact Sheets 1-3 <http://prov.vic.gov.au/government/standards-and-policy/access>

- Personal information
- Health information
- FOI exemptions
- Security
 - See PROV Fact Sheets



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





THE UNIVERSITY OF

MELBOURNE