Information Policy

Brief description

This Policy outlines the commitments by GPC to manage its information assets so that its information and technology resources are secured and managed to deliver services that are compliant and fit for use.

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Custodian	Chief Executive Officer

Endorsed by	GPC Board on 27/05/2022

If you require any further information, please contact the Custodian.

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The current version of this Policy is available on GPC's Intranet.

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1 Terms and definitions

In this Policy:

"Information" is any collection of data that is processed, analysed, interpreted, classified or communicated in order to serve a useful purpose, present fact or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form. Information may also be a public record or an information asset if it meets certain criteria.

"Information Management" is the means by which an organisation plans, collects, organises, governs, secures, uses, controls, disseminates, exchanges, maintains and disposes of its information; as well as any means through which the organisation ensures that the value of that information is identified and exploited to its fullest extent.

"Technology" is the elements that make up infrastructure, software and hardware to deliver general productivity and functional specific applications to support business processes.

Terms that are capitalised and not otherwise defined in this Policy are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

2 Introduction

2.1 Purpose

The purpose of this policy is to capture GPC's commitment to managing information and providing the technology to do so in a consistent and compliant manner.

2.2 Scope

This Policy defines the commitments to the management of information and technology services, regardless of the medium, device, platform or system by which it is provided or accessed.

2.3 Objectives

The aim of this Policy is to define an enterprise-wide approach towards information and technology services. To establish this approach and promote a culture of high-quality management of information and technology, this Policy will:

(a) detail GPC's Information Management (IM) Principles which will guide the management of information;

(b) detail GPC's Technology Principles which will guide the investment and selection of fit for purpose technologies which derive value and support business objectives;

(c) detail the commitment to investment in technology to support the delivery of information services as it is required to support GPC business objectives, and;

(d) outline GPC's commitments to facilitate an environment that values information assets to support the efficiency of business operations and enable compliance.

3 Commitments

GPC commits to the governance and management of information and supporting technology to enable GPC to:

- value information as a strategic asset and manage it accordingly;

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- provide technology systems that enable the better use of information in decision-making processes, and;

- improve its compliance and reduce risks associated with potential loss or misuse of information.

GPC recognises the importance of maintaining robust information and technology environments, and as such commits to:

- upholding and enforcing the IM Principles;

- upholding and enforcing the Technology Principles;

- adopting a whole of business approach to managing, governing, sharing and using information and technology to ensure compliance with legislative obligations.

3.1 Information Security and Privacy

GPC is committed to protecting the confidentiality, integrity and availability of all GPC information assets. GPC commits to:

- ensuring full and accurate records of decisions and actions taken whilst protecting against the loss and corruption of information,

- definition, implementation and embedding of standards and procedures that outline behaviours that enable compliant delivery of GPC business,

- delivery of training and awareness programs to improve and maintain digital and information skills within the workforce.

GPC will manage information security risks as part of GPC's enterprise risk management activities to ensure that information and technology risks are addressed.

3.2 Information Management (IM) Principles

GPC's IM Principles are:

Principle 1	Information is a valuable asset to GPC and shall be managed accordingly.
Principle 2	Information is secured from unauthorised access, use and disclosure.
Principle 3	Information is by default open and shared across GPC, unless classified restricted, and derived from the relevant single authoritative source.
Principle 4	Information is easily accessible to employees to enable them to perform their duties.
Principle 5	Information is managed in accordance with relevant industry or GPC standards and has a custodian accountable for its quality.
Principle 6	Information is defined consistently throughout GPC and the definitions are understandable and available to all employees.

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These principles provide direction to GPC with respect to how information is to be managed on both a strategic and day-to-day basis to ensure compliance with legislative obligations while also providing value to GPC in allowing for efficiency of operations.

3.3 Technology Principles

Principle 1	Technology is a business enabler, solutions are designed to facilitate services that add business value.
Principle 2	Information security practices are maintained to Australian Critical Infrastructure minimum standards.
Principle 3	Technology investments and improvements are delivered to be compliant and industry best practice.
Principle 4	Technology, and it use, is governed in a consistent manner and incorporates innovation and collaboration to support the strategic direction of GPC.

4 Implementation Framework

To support and demonstrate the policy commitments, GPC commits to providing information services that support strategic and operational directives through the implementation of compliant and industry standard systems.

GPC will ensure that adequate programs exist, and are reviewed as appropriate, for routine testing of ICT systems and information assets.

5 Monitoring and review

The Chief Executive Officer and the Legal, Risk and Governance Team are responsible for the review of this Policy, and for monitoring effectiveness and conformance with the Policy. Effectiveness and conformance with this Policy will also be monitored by the internal audit function.

6 Appendices

6.1 Appendix 1 – Related documents

(a) Gladstone Ports Corporation documents

The following documents relate to this Policy:

Type	Document number and title
Tier 1: Policy	#1057461 Code of Conduct Policy
Tier 2: Standard	*Information Management Standard*
Tier 3: Specification/ Procedure/Plan	#1192215 GPC Port Sector Retention and Disposal Schedule

Type	Document number and title
	#1192173 GPC General Retention and Disposal Schedule
	#1067296 Information Privacy Procedure
	#1190724 Records Management Procedure
Tier 4: Instruction/Form/ Template/Checklist	#1621179 GPC Corporate Glossary Instruction

6.2 Appendix 2 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
22/04/2022	New – rationalisation of multiple information, information technology and security policies	Information Management Officer	CEO	Board