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For further information contact
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OFFICIAL INFORMATION ACT

All information held by the University, including by Council or by individual staff members, is subject to the Official Information Act (OIA), and therefore can be requested by any member of the public. This includes all emails, files, memos, records, images and even handwritten notes. Any request for information comes under the OIA, whether the requester refers to the OIA or not.

All OIA requests should be forwarded to oiarequests@vuw.ac.nz - it is important to act promptly as all requests for information must be responded to within 20 working days of receipt of the request.

NEED HELP OR ADVICE? ▶ Visit our intranet site at intranet.victoria.ac.nz/services-resources/record-management or contact the Information and Records Management team at IRM@vuw.ac.nz



Information and Records Management What you need to know



The Information and Records Management (IRM) team has a University-wide mandate to support the management of information and university records at the University. Make sure you are familiar with the policies relating to information and records management here: victoria.ac.nz/about/governance/strategy/policies).

You can contact us with any queries at IRM@vuw.ac.nz.

WHAT IS UNIVERSITY INFORMATION?

- Anything that records University decisions, actions or activities.
- Can be in any format - emails, texts, Word documents, social media, PowerPoint, Excel, or hard copies.

WHY IS IT IMPORTANT?

So everyone can:

- Find the right and most up to date information and the documents we need, when we need it.
- Keep information private and secure.
- Be confident that the information is they have is correct.
- Have evidence of how, why and when actions and decisions were taken (to show accountability to stakeholders (staff, students, alumni, University Council), government and the wider community).
- Manage and mitigate risks associated with business continuity and information security.
- Access documents that record past decisions, actions and events, so that we can understand the decision, what worked well, what didn't work so well and how we can improve.

WHO DOES THIS APPLY TO?

You! All permanent and temporary University staff, academic and professional (including contractors).

You are responsible for the records you create or receive when conducting University business. They belong to the University – check with your manager about the processes and procedures.

HOW? IT'S EASY

- Always use University systems such as email, shared drives, SharePoint, to save, store and share your University information. (Dropbox, Box and Google Docs are not university approved systems). If you are not sure which system to use, ask your manager.
- Ask yourself – could someone else find this information easily when they need to?
- Not sure if you can delete or destroy information, documents or records? Contact the Information and Records Management team for advice.

HOW THIS HELPS YOU

You can:

- Find information you need quickly and easily, when you need it.
- Keep your documents, files and other records secure.
- Share information easily with others.

SECURITY OF INFORMATION, DOCUMENTS AND RECORDS

Always keep University information, documents, and records secure at all times. This includes transferring information on a USB stick or accessing it remotely – including the use of home computers or personal devices. Ensure the devices you use remotely are password protected and have up to date anti-virus protection and that you are familiar with the information security policies and procedures. (You can find these at victoria.ac.nz/about/governance/strategy/library-and-information-systems-policies).

INFORMATION, DOCUMENTS AND RECORDS THAT CONTAIN PERSONAL OR SENSITIVE INFORMATION ABOUT STAFF AND OR STUDENTS

You need to take particular care when creating, accessing or handling information, documents and records that contain personal or sensitive information about staff or students. If you have access to this type of information as part of your role at the University ensure that you lock your pc whenever you leave it. Do not access University systems containing personal or sensitive information from insecure locations (e.g. internet cafes) or unsecured personal devices. If the records are physical ensure that they are locked away when not in use.