# Where does information belong?

As employees in the public service we have a responsibility to create and maintain accurate information of our business activities and work so that we meet our obligations under legislation including but not limited to

- Public Records Act 2005
- Privacy Act 2020
- Official Information Act 1982.

We must make sure information is accessible, usable, and managed securely. To achieve this, we need to save it to the appropriate business system. Everyone is responsible for doing this

We create information with varying degrees of value to MSD. To better understand where this information belongs and which environment they should be managed in, refer to the below:

| Learn more about no business value | Learn more about short term business value | Learn more about medium-to-high value |
|---|---|---|

---

## No business value



Not business information as it does not provide valuable context to business transactions, decisions or activities.

Examples:
- copies
- reference documents you've downloaded

Storage options: MS Teams, OneDrive, Outlook.

---

## Short term business value



Is needed for a short-term period to support business transactions, decisions or activities, and does not record or add valuable context in the long term.

Examples:
- meeting notes before they've been written up
- incomplete material used in the preparation of more substantive drafts
- work from home roster
- WAS spreadsheets

Storage Options: MS Teams (for short term storage), OneDrive, Outlook.

---

## Medium to High Value



Is needed for a longer-term period as it provides evidence of our business transactions, decisions or activities

Examples:
- significant versions of a document e.g. a draft being sent for review
- finalised documents
- routine reporting e.g. dashboard reports to Governance Group
- any approvals and authorisations
- something that signifies a policy change or development
- information that provides evidence of consultation
- staff salary details or performance review
- contracts
- Legal case files
- spreadsheets containing de-identified client information

Storage option: Objective/approved Shared Drives, Whaikaha Corporate Information Repository or other approved line of business system.

**Note!** It's OK to start work on 'medium to high value' information in MS Teams. Once it is ready for a wider audience it must be saved in Objective / Shared Drive (depending on where you work)  When it has been moved into Objective, make sure the copy in MS Teams or OneDrive is deleted so there s only one copy of the document. MS Teams is not for long-term storage of information.

**How do I?**

Learn how to most efficiently do the following activities that are referenced in this guidance:
- Move documents from OneDrive/MS Teams to Objective
- Delete documents from MS Teams
- Delete documents from OneDrive

**Please note**: All MSD information is managed in accordance with our policies and standards. It is all discoverable under the Official Information Act and covered by the requirements of the Privacy Act and Public Records Act. This includes any of your own personal information that you've chosen to save within MSD systems. If you're not comfortable that MSD will be responsible for the lifecycle (e.g. retention period) of your personal documents, then you're advised not to store them in MSD's storage locations

## What if I get it wrong?

To help us prevent sensitive information getting stored in your personal OneDrive, we utilise a Microsoft system called DLP (Data Loss Prevention); which scans all our OneDrive spaces looking for Sensitive Information Types (IRD Numbers, Credit card numbers etc). When a Sensitive Information Type is detected in someone's OneDrive, a member of the Privacy team emails that person to make them aware of the document and provides guidance on how to move it to the correct storage location.

If you receive an email like this, you will need to:

Check the documents you have uploaded, possibly accidently, to your OneDrive Online and remove/delete the ones that contain any MSD Client or Staff personal information (SWN, names, dates or birth, employee numbers, etc )  This is especially important if you have finished working on the documents, as we do not want OneDrive to become a repository of personal information.

Please only use personal information in Microsoft Teams and OneDrive Online if it aligns with the Acceptable Use of Personal Information in MS Teams scenarios.

**Digital Workplace | Te Ātea Matihiko**

**Submit feedback**