



Records Management Policy

Purpose

This policy outlines the framework under which Australian Institute of Business Pty Ltd (“AIB”) manages its records. The Records Management Procedure provides guidance for operationalising this policy.

Scope

This policy applies to business, student and staff records as collected and stored by AIB.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

The following definitions apply for the purpose of this policy and procedure, unless the context otherwise requires:

“**Records**” mean AIB’s written (both electronic and hardcopy), audio and video records which include without limitation, Staff Records, Student Records, Financial Records, Official Organisation Records, telephone recordings, marketing materials, articulation agreements, minutes of meetings and administrative records created in the conduct of the business of AIB, but does not include working papers or rough drafts of documents unless the sequence of amendment is of importance.

“**Staff Records**” mean AIB’s employees’ records and personnel files, including, but not limited to:

- (i) Files maintained by HR;
- (ii) Curricula vitae;
- (iii) Contracts of employment;
- (iv) Transcripts of qualifications;
- (v) Employment declarations; and
- (vi) Leave entitlements.

“**Student Records**” mean AIB’s records of its students, including, but not limited to:

- (i) Application documents;
- (ii) Consents;
- (iii) Interactions with AIB (written and audio);
- (iv) Assessment items; and
- (v) Student information such as:
 - (A) Student personal information, including sensitive information, as defined under the *Privacy Act 1988 (Cth)*;
 - (B) Course enrollments;
 - (C) Fees paid;

- (D) Progression;
- (E) Assessment outcomes;
- (F) Completions;
- (G) Award of qualifications; and
- (H) Other courses undertaken.

“Financial Records” mean AIB’s, including, but not limited to:

- (i) Financial records showing income and expenditure, budgets, projections;
- (ii) Cash records such as Bank statements and petty cash records;
- (iii) Receipts, purchase and procurement documentation; and
- (iv) Wages and superannuation records;
- (v) Tax returns and supporting calculations;
- (vi) Insurance policies.

“Official Organisation Records” mean AIB’s, including, but not limited to:

- (i) Fit and Proper Persons Declarations for governance, executive and other staff;
- (ii) Academic and corporate governance documentation (e.g. meeting minutes);
- (iii) Legal documentation;
- (iv) Official certificates.

Policy

AIB is committed to securely and appropriately managing Records. Specifically, AIB is responsible for:

1. Collecting, creating and maintaining Records as per legislative requirements and in accordance with key operational and business objectives.
2. Ensuring information will be stored and maintained securely, and confidentially as necessary to prevent unauthorised or fraudulent access to private or sensitive information, including information where unauthorised access may compromise academic or research integrity.
3. Ensuring Records will be accessible to authorised staff within their level of permissions.
4. Ensuring students will be able to access their own records upon request as per an appropriate process.
5. Ensuring Records will be kept as per legislated timeframes else will only be kept for a up to 7 years.
6. Disposing of Records in a safe and secure manner.
7. Ensuring the various types of Records collected, maintained and disposed will be managed by appropriate teams and managers.
8. Managing research data and primary materials in accordance with this policy and an also in accordance with the *2018 Australian Code for the Responsible Conduct of Research*.
9. Cooperating with audits of Records in accordance with regulatory and legislative requirements.

Related Forms:

Nil

Responsibility:

Chief Operating Officer

Related Policies and Procedures:

Intellectual Property and Confidentiality Policy (internal)
Intellectual Property Policy
Privacy Policy
Records Management Procedure

Related Legislation:

Copyright Act 1968 (Cth)
Corporations Act 2001 (Cth)
Fair Work Act Australia 2009 (Cth)
Freedom of Information Act 1982
Income Tax Assessment Act 1936
Higher Education Support Act 2003
Privacy Act 1988 (Cth)
Tertiary Education Quality and Standards Agency Act 2011 (Cth)

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