

SECURITY, ACCESS AND CONFIDENTIALITY

The University is responsible for ensuring that records remain accessible to people with appropriate authority both inside and outside the University, for the designated retention period. The University is also responsible for ensuring that its records are safeguarded to ensure privacy and confidentiality and prevent unauthorised use or access to its records.

All staff are personally accountable for the correct management of documents and records (including electronic records) generated in the course of their duties or under their direct control. All staff are required to handle records with care so as to avoid damage, as they are expected for any other University asset, to prolong their availability and value. All University records should be protected from unauthorised access, disclosure, modification, loss or damage.

It is an expectation of the University that a member of staff will access only those records which are necessary for the fulfilment of their duties as a member of staff, or that they are lawfully requested to access.

The University's record keeping system *Records Manager* control measures, such as access controls, access monitoring, user verification, authorised disposal and destruction and security are implemented to prevent unauthorised access, destruction, alteration or removal of records. What records a *Records Manager* User can see or what they may do in *Records Manager* is based on a number of factors including the User's inherent permissions, access control and security on individual items.

The access and security elements will be set at the discretion of the Head of the business unit (and maybe modified at a later date at the request of the Head of the business unit).

Note: With the exception of the *Records Manager* systems administrator staff within the Records Management office **do not** have access to all records contained within *Records Manager*.

Like all University staff the Records Management office staff access only those records which are necessary for the fulfilment of their duties.

The USP Records Management policy outlines the responsibilities and accountabilities for record keeping and can be viewed at www.usp.ac.fj/records

For further information or for advice please do not hesitate to contact the Records Management office.