NAA
NATIONAL ARCHIVES OF AUSTRALIA

Information governance roles and responsibilities

All NAA Staff

Cooperate with your team to consistently manage information and data

Understand and carry out the information and data management requirements of your role

Document your daily work - decisions, actions, activities, processes and procedures - and save it in the right location, in a way that can be found again

Destroy corporate information and data assets only in accordance with the Normal Administrative Practice (NAP) Policy. Any other destruction of data assets must be approved by the CIDGO

Record information in ways and in systems that are accessible, usable & interoperable

Model good information and data management practices

Ensure tools and technologies developed, implemented and deployed support effective and compliant information and data governance

Information & Data Governance Committee

Coordinate governance activities for information and data assets

Monitor effectiveness of information and data governance activities

Execute decisions in relation to National Archives' information and data assets

Report to the Executive Board for each session held

Govern the development of a consistent, systematic and whole-of-agency approach to managing data and information

Lead your branch on information and data risk management, and consider information risks when decisions are made, technology or tools selected, projects initiated, and processes established or reviewed

All NAA Staff

Chief Information & Data Governance Officer

Information & Data Governance Committee

All NAA Directors

Chief Information & Data Governance Officer

Administer the implementation of information and data frameworks, strategies, policies and standards

Approve disposal of our corporate information and data assets, in accordance with the relevant records authorities

Ensure we make the best use of tools and technologies to support good information and data outcomes

Engage with internal and external stakeholders to promote information and data governance.

Promote the delivery and reporting on information and data management, governance and architecture improvement within National Archives

Oversee the Digital Asset Register

All NAA Directors

Assess Risk and Privacy Impact of the information, data and systems they control

Initiate Information Management Functionality Checklists before the procurement of on-premise or cloud-hosted tool or service

Manage the data assets and systems under their control including input and update of information in the Digital Asset Register

Deliver outputs for Data Sharing Agreements, as guided by Information Governance

Report suspected or confirmed security incidents involving cloud or on-premise services to the Cyber Security Adviser (ITSA), Security Advisory Unit and Information Governance

For advice or assistance contact the Information Governance Service Desk