**Policy and Procedure Register updates –** Summary of changes to:

# Information management, privacy and security policy

| 1. **Reason for new/updated policy or procedure** *(select all that apply)* | | |
|---|---|---|
| ☒ Change of policy/procedure requirements | ☒ Audit/review recommendation | |
| ☒ Change to legislation/delegations | ☐ Due for review | ☒ Other |

The new *Information management, privacy and security policy* (IMPS policy) has been created to provide the Department of Education's intent, mandatory actions and requirements for information management, privacy and security, including copyright, records management, information assets, and information access and use.

The IMPS policy is the overarching policy for the following procedures:

- Administrative access to information procedure

- Information asset and recordkeeping procedure

- Information privacy breaches and privacy complaints procedure

- Information security procedure

- Intellectual property and copyright use procedure.

The IMPS policy incorporates and replaces the previous *Information security policy*.

| 2. **Summary of changes** |
|---|

Although a combined IMPS policy is new to the PPR, it collates existing policy, procedure, whole of government and legislative requirements.

The privacy section:

- aligns to *Information Privacy and Other Legislation Amendment Act 2023* (Qld) (IPOLA) reforms effective 1 July 2025 ensuring that the department has published a compliant privacy policy

- outlines how personal information is collected, used, disclosed, accessed and corrected

- defines the new subcategory of personal information called sensitive information

- outlines the new requirements of how to make a privacy complaint to the department and how privacy complaints are managed including providing individuals an outcome to the complaint within 45 business days.

The information security content has been streamlined but focus remains on compliance to the Queensland Government's Information and cyber security policy (IS18) and the department's Information security management system (ISMS).

In compliance with the *Right to Information Act 2009* (Qld) it supports the new *Administrative access to information procedure,* which replaces the *Access to records held in schools procedure*, confirming the department's approach to proactively provide information to the public when appropriate.

Management of intellectual property now includes consideration to Indigenous Cultural and Intellectual Property Rights.

## 3. Impacts to roles and responsibilities

| Does the new/updated content change staff roles/responsibilities *in any way*? | ☒ Yes | ☐ No |
|---|---|---|

*If yes*, select the type of change: *(select all that apply)*

☒ Revised responsibilities        ☐ New/additional responsibilities        ☐ Removed responsibilities

| Position title | Summary of change | Page # |
|---|---|---|
| All employees | Clear high-level principles by which data/information/ records are managed under information governance, privacy, information security, accountability, transparency and improvement, and access and use sections. | 2-3 |
| All employees | Legislative drivers for employees' responsibilities are included and the expected actions to support the department meet such legislation. | 3-8 |
| All employees | Detailed privacy section that includes how employees must handle personal and sensitive information in accordance with the Queensland Privacy Principles in the *Information Privacy Act 2009* (Qld), including how this information is collected, used, stored and disclosed, and the circumstances under which it may be transferred outside of Australia. | 4-8 |
| All employees | New requirements for how an individual can make a privacy complaint and how that complaint will be handled. | 7 |

## 4. Communication and support for implementation

The Privacy team has already commenced online IPOLA sessions for staff to attend and have promoted these sessions through various channels including OnePortal. The training summarises how the privacy legislation changes affect the department.

The new IMPS policy will be communicated as a news article on OnePortal and other communication channels in conjunction with Information and Technologies Branch's Communications team.

**For further assistance, please contact:**

For further information about privacy, please contact:

Privacy team, Privacy and Safer Technologies

Email: privacy@qed.qld.gov.au

For further information on ICT policies, procedures and standards, please contact:

Governance Risk and Compliance, Information and Technologies Branch

Email: ICTpolicy@qed.qld.gov.au