



Minimum legislative or administrative requirements	Things to consider	Checked?
<a href="#">Evidence Act 2008 (Vic)</a>	<ul style="list-style-type: none"> <li>Is it possible to demonstrate that the system operates in accordance with departmental processes and procedures?</li> <li>Can the information the system contains be shown to be authentic and reliable?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>
<a href="#">DataVic Access Policy</a>	<ul style="list-style-type: none"> <li>Can reports, extracts, exports or feeds be obtained from the system in machine readable formats e.g. for delivery via API?</li> <li>Do agreements enable the department to release data to the public under a <a href="#">Creative Commons BY 4.0 licence</a>?</li> <li>In the system, can information that must be restricted from release (because of government policies, statutory or legislative requirements) be distinguished from other information?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<a href="#">Intellectual Property (IP) Policy and Copyright Act 1968 (Cth)</a>	<ul style="list-style-type: none"> <li>Do relevant agreements address intellectual property rights (including pre-existing intellectual property) that may arise as a consequence of the procurement and are sufficient rights obtained?</li> <li>Where the system contains material that is subject to license terms, can the system manage this information compliantly?</li> <li>Where the system is publically accessible, are appropriate copyright notices/terms posted for users?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<a href="#">Financial Management Act 1994 (Vic) and Standing Directions for the Minister of Finance 2016</a>	<ul style="list-style-type: none"> <li>Have appropriate policies and procedures for information collection, storage and dissemination been developed to ensure the integrity of the information remains intact and fit for purpose?</li> <li>Has responsibility for significant data assets been assigned to an appropriate owner?</li> <li>Have measures to protect the integrity of information systems including security, backup and disaster recovery of systems been implemented?</li> <li>Where credit card transactions are involved, are the required information security policies, procedures and technology controls in place to ensure compliance with <a href="#">Payment Card Industry Data Security Standards</a> (PCI-DSS)?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

This document is not a substitute for legal advice. Individual departments should seek advice for their specific circumstances.

## Version history

Version	Date	Comments
0.1	18/04/2017	First draft
1.0	9/05/2017	Published version