



Victorian Government Standard
Information Management

Information Asset Custodianship

Standard

Significant information assets must be registered and assigned an accountable custodian in accordance with the requirements set out in this standard.

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Exemptions – Any exemptions to this standard must be reported to departmental governance bodies.



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Requirements

Agencies must, at a minimum:

1. identify significant information assets;
2. establish and maintain a register of significant information assets;
3. develop an agency specific custodianship model which articulates key responsibilities in the management of significant information assets;
4. record these responsibilities and accountable individuals against the information asset in their register;
5. educate staff on their roles and responsibilities; and
6. ensure the responsibilities assigned include:
 - registering the information asset;
 - classifying the information asset according to its security level;
 - ensuring information asset quality is in line with business needs;
 - ensuring information is discoverable, including the maintenance of metadata;
 - ensuring information is easy to use by adopting common standards where possible; and
 - ensuring information is shared to the maximum extent possible in accordance with security and statutory requirements.

Overview

Information assets are critical to decision-making and service delivery in government. Like other assets, information needs to be managed, maintained and have its value maximised. Clearly assigning and recording responsibilities and educating staff on their responsibilities through a custodianship program is a powerful way to achieve better information management and use.

Rationale

Assigning clear responsibilities for the management of information is core to improving information management outcomes. It is reflected in current information security, records management and spatial information management policy and practice. This standard supports and reinforces these requirements.

Establishing a register of significant information assets enables:

- increased information discoverability and sharing;
- identification of unnecessary duplication; and
- identification of assets which require additional security protection.

Derivation

This standard is derived from [Whole of Victorian Government Information Management Principles](#) (IM/PR/01).

Scope

Organisation

Use of this document is mandated to those Victorian Government agencies within scope of the ICT Strategy. For this list, please see the Policies and Standards section of the ICT Strategy website:

<http://www.enterprisesolutions.vic.gov.au/business-systems/>

Significant information assets

A significant information asset is a discrete collection of data or information, stored in any manner, which is recognised as valuable to the organisation.

Individual agencies are responsible for determining which information assets are considered valuable in their organisational context. However, agencies should consider the following criteria.

1. Legislation mandates that the asset be maintained and/or accessible.
2. The asset is sensitive and could cause embarrassment, damage or legal consequences if accessed or used inappropriately.
3. A loss of integrity of the asset would compromise the agency's operations, harm commercial entities or members of the public.
4. A loss of availability of the asset would compromise the agency's operations, harm commercial entities or members of the public.
 - + A contract or memorandum of understanding with an internal or external party would be breached if the asset was unavailable or its integrity compromised.
5. The asset is valuable to the public.

Compliance

Timing: Agencies must commence the development of their information asset register and custodianship model by 30 September 2012.

Reporting: Compliance against this standard will be incorporated into an agency maturity self-assessment after 30 June 2013 and to be conducted annually after 2013.

Guidelines, toolkits and references

Victorian Government standards:

- <http://www.enterprisesolutions.vic.gov.au/>

- Information Management Roles and Responsibilities Guideline (IM/GUIDE/00)

Further information

For further information regarding this standard, please contact the Department of State Development and Business Innovation, at enterprisesolutions@dpc.vic.gov.au

Glossary

Term	Meaning
Information management	The way in which an organisation plans, identifies, creates, receives, collects, organises, governs, secures, uses, controls, disseminates, exchanges, maintains, preserves and disposes of its information. It is also the means through which the organisation ensures that the value of that information is identified and exploited.
Information security	Those measures concerned with ensuring the confidentiality, integrity and availability of information. Information security is the protection of information from a wide range of threats in order to ensure business continuity, minimise business risk and maximise value of the information and services provided to the Victorian community.
Interoperability	The ability of organisations to share data and information and to integrate information and business processes by use of common standards. Interoperability can be achieved by the application of a framework of policies, standards and guidelines that leave decisions about specific hardware and software solutions open for individual agencies or groups of agencies to resolve.
Metadata	Structured information that describes, explains, locates or otherwise makes it easier to discover, retrieve, use or manage an information asset.
Confidentiality Integrity	Ensuring that information is accessible only to those authorised to have access Safeguarding the accuracy and completeness of information and processing methods.
Availability	Ensuring that authorised users have access to information and associated assets when required.

Version history

Version	Date	TRIM ref	Details
0.1	9 November 2011	D11/222223	Initial draft
0.2	17 January 2012	D11/222223	Initial feedback from the Information Management Group (IMG) incorporated
0.3	6 March 2012	D11/222223	Rationale updated, compliance date adjusted.
0.4	2 April 2012	D11/222223	Information asset definition updated to reflect IMG input. Endorsed by IMG 23 March subject to definition change.
0.5	4 May 2012	D11/222223	Standard description updated to reference the requirements of the standard. Standard approved by GSD Project Control Board 3 May 2012.
1.1	July 2013		Template update