



Information Classification Policy

1. Purpose

The purpose of the Information Classification Policy is to provide a consistent approach for the classification of information by outlining the minimum requirements and responsibilities of WA health entities. The minimum information classification requirements prescribed in this policy align with the [Western Australian Government Information Classification Policy and Cabinet Handbook](#).

This policy is a mandatory requirement for Health Service Providers under the *Information Management Policy Framework* pursuant to section 26(2)(k) of the *Health Services Act 2016*.

This policy is also a mandatory requirement for the Department of Health pursuant to section 29 of the *Public Sector Management Act 1994*.

2. Applicability

This policy is applicable to WA health entities.

The requirements contained within this policy are applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or Health Service Provider. The State of Western Australia or Health Service Provider contract manager is responsible for ensuring that any obligation to comply with this policy by the contracted health entity is accurately reflected in the relevant contract and managed accordingly.

3. Policy Requirements

3.1 Information Classification Categories

WA health entities are required to adopt the mandatory information classification categories specified below for all information held in the WA health system:

1. Unofficial
 - Information not related to official work duties or functions.
2. Official
 - Information created or processed in the WA health system as part of the business of Government including Department of State, System Manager and Health Service Provider functions.
3. Official: Sensitive

- Official information that could result in damage to individuals, organisations or government if released.

In addition to the mandatory information classification categories specified above, WA health entities may receive, or handle information designated as either 'Commonwealth Security Classified' or Cabinet Information which must be handled in accordance with section 3.2 of this policy.

3.2. Information Classification minimum requirements

WA health entities must:

- maintain appropriate local plans, policies and/or procedures to ensure information is classified in line with the information classification categories specified in section 3.1 of this policy
- ensure information is labelled and handled in accordance with the Information Classification Labelling and Handling Minimum Requirements
- maintain appropriate local education and awareness strategies to support compliance with this policy
- maintain appropriate local policies, processes and/or procedures to ensure information is monitored and, where appropriate, reviewed and reclassified throughout the information lifecycle
- ensure information designated as Commonwealth Security Classified is handled in accordance with the relevant provision(s) of applicable inter-jurisdiction agreement(s).
- ensure information designated as Cabinet information is always classified as 'Official: Sensitive Cabinet'.

4. Compliance Monitoring

WA health entities must comply with this policy through Information Management Maturity Assessments as prescribed in the [Information Management Governance Model](#).

The System Manager, through the Information and System Performance Directorate requires that Health Service Providers provide the System Manager with the results of their two yearly self-assessed Information Management Maturity Assessment. These results are subject to review for assurance purposes. In addition, Health Service Providers must provide all related local documentation including policies, processes, procedures and/or protocols to the System Manager upon request.

The Department of Health divisions are required to conduct two yearly Information Management Maturity Assessments. These results are subject to review for assurance purposes.

The System Manager may also carry out compliance audits to ascertain the level of state-wide compliance with this policy and may provide updates to the Director General and other relevant persons regarding the findings of compliance monitoring activities.

5. Related Documents

The following documents are mandatory pursuant to this policy:

- [Information Classification Labelling and Handling Minimum Requirements](#)

6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this policy:

- [Information Classification Resource Compendium](#)
- [Western Australian Information Classification Policy Assessment flow chart](#)
- [Western Australian Information Classification Policy Business Impact Levels Tool](#)

7. Definitions

The following definition(s) are relevant to this policy.

Term	Definition
Cabinet information	means confidential Cabinet documents, discussions and decisions as governed by the <i>Government of Western Australia Cabinet Handbook</i> .
Commonwealth Security Classified	means an information classification for information either originating from, or shared with, the Australian Government under an applicable inter-jurisdictional agreement.
Information	The terms 'information' generally refers to data that has been processed in such a way as to be meaningful to the person who receives it. Information can be personal or non-personal in nature.
Information classification	means a business-level process whereby the sensitivity of a piece of information (or collection of information) is evaluated such that the sensitivity will be clear to those who access it subsequently.
Steward	The delegated authority for the information assets outlined within the associated delegation schedule.
WA health entities	WA health entities include: <ul style="list-style-type: none"> (i) Health Service Providers as established by an order made under section 32 (1)(b) of the <i>Health Services Act 2016</i>. (ii) Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>.
WA health system	The WA health system is comprised of: <ul style="list-style-type: none"> (iii) the Department; (iv) Health Service Providers (North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service, WA Country Health Service, East Metropolitan Health Service, PathWest Laboratory Medicine WA, Quadriplegic Centre and Health Support Services); and (v) contracted health entities, to the extent they provide health services to the State.

8. Policy Contact

Enquiries relating to this policy may be directed to:

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9. Document Control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0146/20	4 December 2020	4 December 2020	December 2023	Original version
MP 0146/20 v.1.0	19 August 2021	19 August 2021	December 2023	Amendments as listed below.
Amended links to Related document: Western Australian Government Information Classification Policy. Amended links to supporting information documents: Western Australian Government Information Classification Policy Assessment Flow Chart and Business Impact Levels Tool.				
MP 0146/20 v.2.0	2 September 2024	3 February 2025	September 2027	Policy review and amendments as listed below.
<ul style="list-style-type: none">• Updated policy requirements section to include mandatory requirement for WA health entities to comply with the Information Classification Labelling and Handling Minimum Requirements.• Inclusion of related document: 'Information Classification Labelling and Handling Minimum Requirements.'• Inclusion of supporting information document: 'Information Classification Resource Compendium.'				

Note: Mandatory policies that exceed the scheduled review date will continue to remain in effect.

10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance Division, Department of Health
Approval date	21 November 2020

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