



Information Management Governance Policy

1. Purpose

The purpose of the *Information Management Governance Policy* is to provide a contemporary approach to the management of information held within the WA health system by outlining the minimum Information Management Governance standards for WA health system entities.

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

This Policy supersedes MP 0011/16 *Data Stewardship and Custodianship Policy*.

2. Applicability

This Policy is applicable to the WA health system as defined in this Policy.

3. Policy Requirements

3.1 Information Management Governance Model

WA health system entities are required to:

- establish roles in accordance with the Information Management Governance Model
- establish processes and procedures to comply with the Information Management Governance Model
- promote information management governance through the roles and responsibilities prescribed in the Information Management Governance Model.

3.2 Information Assets

WA health system entities are required to:

- establish Information Assets in accordance with the Information Asset requirements in the Information Management Governance Model
- establish internal controls, processes and/or procedures to ensure policy compliance.

3.3 Information register and Instruments of Delegation

Information register

WA health system entities must identify and register all Information Assets as prescribed in the Information Management Governance Model on the [WA health system Information Register](#) using the relevant recommendation forms.

It is the responsibility of Stewards, Sponsors, Custodians and Administrators to review the currency of their delegated Information Asset(s) within the Information Register on a regular basis.

Instruments of Delegation

The [Instrument of Delegation \(Health Information\)](#) lists the approved Delegated Officer and legislative powers that have been delegated against the Information Asset(s) within the Information Register. These functions and powers cannot be sub-delegated.

4. Compliance Monitoring

WA health system entities are required to comply with this Policy through Information Management Maturity Assessments as prescribed in the Information Management Governance Model.

Health Service Providers are required to provide to the System Manager the results of their two yearly self-assessed Information Management Maturity Assessment, and the results are subject to review for assurance purposes. In addition, all related local documentation including policies, processes, procedures and/or protocols are to be provided by Health Service Providers to the System Manager upon request.

The Department of Health is required to comply with this Policy. The Department of Health Divisions are required to conduct two yearly Information Management Maturity Assessments, and the results are subject to review for assurance purposes.

5. Related Documents

The following documents are mandatory pursuant to this Policy:

- [Information Management Governance Model](#)
- [Recommendation of Steward Form](#)
- [Recommendation of Sponsor Form](#)
- [Recommendation of Custodian Form](#)
- [Recommendation of Administrator Form](#)
- [Information Management Maturity Assessment Tool](#)

6. Supporting Information

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

- [Information Asset Governance Document Template](#)
- [Dictionary Template](#)

7. Definitions

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

Term	Definition
Administrator	Implements rules on behalf of the Custodian and provides technical and administrative support for the Information Asset.
Custodian	Implements Policy on behalf of the Steward and has the delegation authority for granting access, use and disclosure of information from Information Assets in line with legislation and policy.
Information	The term '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. The terms 'data' and 'information' are often used interchangeably and should be taken to mean both data and information in this Policy.
Information Asset	A collection of information that is recognised as having value for the purpose of enabling the WA health system to perform its clinical and business functions, which include supporting processes, information flows, reporting and analytics.
Information Management Governance	A holistic approach to managing the WA health system's information by implementing processes, roles, controls and metrics that treat information as a valuable business asset.
Sponsor	Assists the Steward in the operation of managing allocated Information Assets outlined in the relevant delegation schedule
Steward	The delegated authority for the information assets outlined within the associated delegation schedule.
WA health system	The WA health system is comprised of: <ul style="list-style-type: none">(i) the Department;(ii) Health Service Providers (NMHS, SMHS, CAHS, WACHS, EMHS, PathWest, Quadriplegic Centre and HSS); and(iii) 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 0152/21	16 February 2021	16 February 2021	February 2024	Original version
MP 0152/21 v.2.0	29 June 2021	29 June 2021	February 2024	Amendment – two additional Supporting Information templates.
MP 0152/21 v.2.1	4 April 2022	29 June 2021	February 2024	Amendment to Supporting Information: Information Asset Governance Document Template
MP 0152/21 v.3.0	25 July 2022	25 July 2022	February 2024	Amendments as below. <ul style="list-style-type: none"> Amendments to Related Documents and Supporting Information documents to reflect the Collection and Disclosure of Health Information Delegations 2022. Included updated definition for WA health system.
MP 0152/21 v.3.1	8 March 2023	25 July 2022	February 2024	Minor amendments as below. Minor amendments: inclusion of statement to Section 3: Steward Recommendation within the Related Document forms: Recommendation of Sponsor Form, Recommendation of Custodian Form and Recommendation of Administrator Form.
MP 0152/21 v.3.2	9 June 2023	9 June 2023	February 2024	Amendments as detailed below. Amended supporting information: Information Asset Governance Document Template to provide additional information in section 3 Roles and Responsibilities.

10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance Division, Department of Health
Approval date	15 February 2021

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