



Information Quality Policy

1. Purpose

The purpose of the *Information Quality Policy* is to provide information users with the minimum requirements to ensure a high standard of information quality for information assets and associated outputs.

This policy is a mandatory requirement 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*.

This policy supersedes *MP 0057/17 Data Quality Policy*.

2. Applicability

This policy is applicable to all WA health entities that manage or maintain information assets.

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

WA health entities are required to:

- comply with the Information Quality Standards
- have local policies and procedures in place that ensure compliance with this policy
- establish relevant information quality related processes and procedures to comply with the [Information Management Governance Model](#).

4. Compliance Monitoring

WA health entities must 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, Health Service Providers

must all 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, and the results are subject to review for assurance purposes.

5. Related Documents

The following documents are mandatory pursuant to this policy:

- [Information Quality Standards](#)
- [Information Quality Summary Form](#)
- [Information Quality Improvement Plan Form](#)

6. Supporting Information

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

- [Information Quality Policy Resource Compendium](#)
- [Information Quality Policy Quick Reference Guide](#)
- [Information Quality Policy Frequently Asked Questions](#)

7. Definitions

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

Term	Definition
Custodian	Implements policy on behalf of the Steward and has the delegated 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 WA health entities 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 entities information by implementing processes, roles, controls and metrics that treat information as a valuable business asset.
Information quality	Refers to the extent that information is suitable for its intended use (i.e. fit for purpose) and is evaluated in terms of five standards: relevancy, accuracy and reliability, timeliness, coherence and comparability, and accessibility and clarity.
WA health entity	WA health entities include: (i) the Department; and (ii) 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)..

8. Policy Contact

Enquiries relating to this policy may be directed to:

Title: Manager, Policy and Governance

Directorate: Information and System Performance Directorate

Email: RoyalSt.PSPInfoManagement@health.wa.gov.au

9. Document Control

Version	Published date	Effective from	Review date	Amendment(s)
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10. Approval

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