



# Data and Information Sharing Statement

## Purpose

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This Data and Information Sharing Statement provides a guide for staff on how to share data and information appropriately, in ways that both protect, and enable streamlined access to, our data and information.

Streamlined access and sharing will deliver improved productivity, time and cost savings and improved data-driven decision-making.

It will enable us to move our thinking about data sharing from ‘can I share?’ to ‘how can I safely share?’.

## Overview

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Institutional data and information are strategic assets of Australian Catholic University (ACU).

Data and information are fundamental to how we prepare for the future, share knowledge and make informed decisions.

ACU’s ability to remain competitive and deliver compelling value to our students, staff and stakeholders is dependent upon our ability to share and harness our data and information.



This Data and Information Sharing Statement has been developed through consultation with the ACU Data Strategy Steering Committee and is a related document under the ACU Data and Information Governance Policy and Procedure.

More information about this statement is provided in the Data and Information Sharing Statement Reference Guide.

## Key considerations

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Data and information sharing will be based on the following key considerations:

### **Purpose:**

Data and information are shared for an appropriate and necessary academic or business purpose that delivers a benefit to ACU and ACU's students, staff and stakeholders and meets ACU's privacy and data sharing responsibilities.

### **People:**

The user(s) who will receive the data and information meet the default access requirements for the data and information to be shared as listed in the ACU Data and Information Classification Framework.

### **Settings:**

The environment in which the data and information is shared minimises the risk of unauthorised use or disclosure.

### **Protection:**

Appropriate and proportionate protections are applied to the data and information.

### **Output:**

The output from the data sharing arrangement is appropriately safeguarded before any further sharing or release. Appropriate safeguards include the treatment of personal information as outlined on page 4.



## Personal information

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In observing these key considerations, the following procedure will be followed:

- personal information is removed or de-identified. This will be done through aggregating the data or through data masking techniques to ensure the data is unreadable and not capable of re-identification prior to sharing.
- if personal information is not removed, it will only be shared with persons that meet the default access requirements listed for the Sensitive classification level.

## Sharing data

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When sharing/onforwarding data and information, Data Users are required to include any related explanatory notes and guidance to the intended recipients and where appropriate, refer recipients to the relevant Data Steward or Data Manager for further advice/assistance.

## Releasing data externally

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Data Verification Procedure - before any data (other than publicly available data) is distributed or shared outside the University, written verification by the relevant Data Trustee is required to ensure the quality, integrity and security of data will not be compromised.

In the case of non-sensitive, depersonalised data and where appropriate, this responsibility can be delegated by the Data Trustee to a Data Steward. External distribution or sharing of personal information must be effected in line with the ACU Privacy Policy. Contact the ACU Privacy Coordinator for advice relating to this policy.

Advice and assistance with data verification can be requested from the Office of Planning and Strategic Management (OPSM) by lodging a Service Central ticket.

## Data trail documentation

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Any person sharing data and information will ensure that a data trail is effectively documented (by email, system reports or project documentation) for their respective data and information sources/sets in respect to the accessing, sharing, retrieving, reporting, managing and storing of data and information.

## Leveraging data – practices

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To leverage University data and information and promote data-driven decision making, the following practices will be embedded into the management and controlled coordination of data and information sharing and data and information systems wherever possible:

### Data integration and interoperability:

- Developing and improving the processes and technologies for managing the controlled sharing of data and information between persons, applications and data and information sources. This includes the acquisition, extraction, transformation, movement, delivery, reuse, technology convergence, replication, synthesis, aggregation, virtualisation and operational support for data and information sharing.

- Governance, monitoring and control of data and information sharing arrangements.

### Information search and discovery:

- Facilitating availability of data and information from multiple sources and systems for coordinated and enhanced searching and controlled access.

### Data publication and communications:

- Facilitating streamlined access, availability and visibility through effective publication, user interfaces (e.g. ACU DataHub) and communications.
- Developing governance and control processes to ensure that personal and sensitive information is protected in data and information sharing arrangements.

## DATA AND INFORMATION SHARING STATEMENT

ADELAIDE	MELBOURNE
BALLARAT	NORTH SYDNEY
BLACKTOWN	STRATHFIELD
BRISBANE	ROME
CANBERRA	ONLINE

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