ICT Policy Governance

Department of Health Policy

[QH-POL-489:2021]

1. Statement

ICT and Information Management (ICT/IM) policy is developed to enable Queensland Health to better manage ICT/IM service obligations, information security risks, meet information and data obligations, and to minimise risks of noncompliance to legislation or Whole of Government (WoG) requirements.

2. Purpose

The purpose of the policy is to ensure the appropriate governance is undertaken for all ICT/IM policy during the policy lifecycle. ICT/IM policy includes information security, information and data management, ICT/IM business management, ICT/IM technology service and delivery and ICT/IM project management. ICT/IM policy consists of relevant Department and Queensland Health Policy.

Department of Health ICT/IM Policy and their supporting standards apply as mandatory to only those employees working in departmental divisions. Queensland Health Digital Policy and supporting standards apply as mandatory to all employees in departmental divisions and Hospital and Health Services (HHSs). eHealth Queensland has overall management and responsibility for ICT/IM policy.

This policy is supported by the Queensland Health Digital Policy Management Framework which outlines the process that must be followed when developing and implementing all ICT/IM and digital policy.

3. Scope

This policy applies to all employees, contractors and consultants within the Department of Health divisions.

4. Requirements

4.1. ICT/IM Policy governance

4.1.1. The Deputy Director General (DDG), eHealth Queensland, in his functional leadership role as the Chief Information Officer of Queensland Health, is the delegated owner for Department ICT/IM policy and the custodian of Queensland Health digital policy.

4.1.2. Intention to develop ICT/IM policy or digital policy is to be registered with Digital Policy and Governance, eHealth Queensland.

4.1.3. Approval to develop a Queensland Health digital policy must be sought from the DDG eHealth Queensland.

Queensland
Government

4.1.4. The DDG eHealth Queensland will seek endorsement from all Health Services Chief Executives (HSCEs) and Deputy Director-General's to develop a Queensland Health digital policy.

4.1.5. All ICT/IM and digital policies are to be appropriately governed through the following committees prior to submission for approval:

4.1.5.1. Architecture and Standards Committee

The Architecture and Standards Committee (ASC) has delegated accountability from the System ICT/IM Advisory Committee for the approval of departmental ICT/IM related policies, standards and guidelines, except where delegated to the Information Management Strategic Governance Committee or the Information Security Committee.

The ASC is responsible for endorsing all Queensland Health digital policies.

4.1.5.2. Information Management Strategic Governance Committee

The Information Management Strategic Governance Committee (IMSGC) has delegated responsibility from the ASC for information management matters across the Queensland Health ecosystem, including departmental policy approval, to ensure compliance, efficiency and strategic alignment to maximise benefits and optimise gains resulting from information being managed.

4.1.5.3. Information Security Committee

The Information Security Committee has delegated responsibility from the ASC for approving all departmental information security policies, standards and guidelines.

4.1.6. All departmental ICT/IM policy must be approved by the DDG eHealth Queensland for publishing.

4.1.7. All Queensland Health digital policy must be endorsed by the DDG eHealth Queensland prior to submission to the Director General for approval.

4.1.8. All ICT/IM and digital policy are to be appropriately classified in line with the Queensland Government Information Security Classification Framework.

4.1.9. All ICT/IM and digital policy are to be published on the eHealth Queensland ICT/IM policy register and made available for publishing on the Queensland Health Policy site.

4.1.10. Where the policy is classified as sensitive a link to the published policy is to be provided on the Queensland Health policy register and only made available to external parties in line with the security classification.

ICT Policy Governance - Policy
eHealth Queensland
Digital Policy and Governance
Effective date 16/09/2021

Page **2**

PRINTED COPIES ARE UNCONTROLLED

4.2. Department of Health ICT/IM policy consultation

4.2.1. Following the development of a departmental ICT/IM policy, a draft will be distributed to all Divisions within the Department for a formal consultation period of no less than 10 working days.

4.2.2. Feedback received during this consultation period is to be considered and incorporated into the policy, where required.

4.2.3. Appropriate subcommittee clearance must be sought prior to final drafts being tabled at the relevant governance committee for approval.

4.3. Queensland Health Digital Policy consultation

4.3.1. Following the development of a Queensland Health digital policy, a draft will be distributed to all HHSs and the Department for a formal consultation period of no less than 15 working days.

4.3.2. Feedback received during this consultation period will be submitted to the relevant codesign working group for consideration and incorporation, where required.

4.3.3. Final drafts will be forwarded to Health Services Chief Executives for endorsement.

4.3.4. Appropriate subcommittee clearance must be sought prior to final drafts being tabled at ASC for formal endorsement.

4.4. Communication

4.4.1. An Implementation Plan is to be prepared for all ICT/IM and digital policy, which is to be executed following approval of the policy document.

4.5. Responsibilities

Director General Queensland Health	• Owner and approver for Queensland Health digital policies.
Deputy Director General (DDG), eHealth Queensland	• Delegated owner and approver, as the Chief Information Officer for Queensland Health, for ICT/IM policies developed by departmental divisions. • Custodian of Queensland Health Digital Policies developed and managed by eHealth Queensland. • Delegated approver for publishing of ICT/IM and digital policy.

ICT Policy Governance - Policy
eHealth Queensland
Digital Policy and Governance
Effective date 16/09/2021

Page 3

PRINTED COPIES ARE UNCONTROLLED

Digital Policy Unit, eHealth Queensland	• Stewardship of ICT/IM policy across the Department of Health • Facilitating ICT/IM policy development • Ensuring that appropriate governance is applied to ICT/IM policy, including digital policy, development and approval • Monitoring compliance with the ICT/IM and digital policy • Maintaining, identifying and inducting ICT/IM policy managers • Ensuring Queensland Health Policy register includes current approved policy documents • Maintaining the ICT/IM Policy SharePoint Register • Developing tools and templates to support ICT/IM policy development and maintenance. • Provide advice to Divisions to support implementation of the ICT/IM/IM policy framework. • Maintaining the ICT/IM Policy Site and Policy Register.
ICT/IM Policy Manager	• Ensuring their policies, standards and other relevant documentation are appropriately developed, maintained and regularly reviewed to ensure currency, relevance, consistency, and compliance with legislation • Seeking endorsement and approval from the relevant governing authority and approval authority for new or major amended policies and standards • Nominating a policy author that is appropriately qualified with the expertise and responsibilities in an area directly relevant to the application of the policy • Ensuring consultation with appropriate stakeholders is undertaken during policy development, review and implementation

	• Implementing and communicating their ICT/IM policies and standards • Identifying and addressing gaps in their existing ICT/IM policy framework • Appropriately documenting and managing risks identified during policy development • Monitor compliance with their ICT/IM policies and standards • Engaging with Digital Policy Unit, eHealth Queensland, to ensure the appropriate governance processes are followed for the approval of ICT/IM policies.
ICT/IM Policy Author	• Consulting with appropriate stakeholders during ICT/IM policy development, review and implementation • Ensuring appropriate information security classification is applied to all ICT/IM policy • Appropriately documenting and managing risks identified during ICT/IM policy development • Providing advice on approved ICT/IM policies under their remit • Undertaking health checks on ICT/IM policies during the review cycle • Ensure full and accurate records relevant to the policy development are made and kept in accordance with relevant records management policy.
eHealth Publishing Unit	• Publishing ICT/IM and digital policy on the ICT/IM Policy website.

5. Legislation

- *Code of Conduct for the Queensland Public Service*
- *Financial Accountability Act 2009*
- *Hospital and Health Boards Act 2011*

ICT Policy Governance - Policy
eHealth Queensland
Digital Policy and Governance
Effective date 16/09/2021

Page **5**

PRINTED COPIES ARE UNCONTROLLED

- *Human Rights Act 2019*

- *Information Privacy Act 2009*

- *Public Health Act 2005*

- *Public Records Act 2002*

- *Public Service Act 2008*

- *Right to Information Act 2009*

6. Supporting documents

- Department of Health Corporate Records Management Policy

- Queensland Health Digital Policy Management Framework

7. Definitions

Term	Definition
Department of Health ICT/IM policy	ICT/IM policies have mandatory application to the Department of Health only.
Queensland Health Digital Policy	Digital policies are ICT/IM policies and standards that have been developed to mitigate against system wide ICT/IM risk. Digital policies apply across the Department of Health and Hospital and Health Services (HHSs). Digital Policy are mandated across HHSs through the Enterprise ICT Governance HSD.

Version Control

Version	Date	Comments
1.0	16/09/2021	New Policy. Approved Director-General.

ICT Policy Governance - Policy
eHealth Queensland
Digital Policy and Governance
Effective date 16/09/2021

Page **6**

PRINTED COPIES ARE UNCONTROLLED