1. Statement
The Department of Health (the Department) will assign appropriate roles and responsibilities to statewide Data and Application Custodians to ensure that data and applications are fit-for-purpose and are managed effectively throughout their lifecycle.

2. Purpose
The intent of this policy is to:

- support the implementation of Data and Application custodianship, roles and responsibilities
- ensure officers involved in the management, support and governance of information (data) and applications, are supported with appropriate education and training materials
- ensure a single register, that will include statewide Data and Application Custodians details, is established, maintained and available
- establish consistent processes for the identification and registration of Data and Application Custodians
- facilitate compliance with the Queensland Government Chief Information Office (QGCIO) Information Standard (IS44) Information asset custodianship.

3. Scope
In scope for this policy is:

- All data (clinical and non-clinical) and applications, and includes data in electronic or non-electronic formats created, collected, managed, stored, disseminated and disposed of.
- Matters that are of a Queensland Health (statewide) significance or impact more than one HHS and/or the Department of Health. The statewide Data Custodian is separate to that of the HHS Data Custodian. The HHS will continue to provide data custodianship of data for the particular HHS or individual health service.

HHSs may choose to adopt this policy either as is, by re-branding, or as a basis for the development of a HHS specific policy.

Whilst it is recognised that ‘data’ and ‘information’ are defined differently (see Definitions section), in the context of this policy and from a legal perspective, the terms are synonymous. The term ‘data’ is usually taken to imply ‘information’, and vice versa.

This approach is supported by other jurisdictional policies, Data Management Association (DAMA) dictionary of terms, and is referred to in the Fact Sheet on the Management and access to documents and records.

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1 Queensland Health, 2017, Data and Application custodianship, Roles and responsibilities, pg. 3.
2 Queensland Health, 2017, Information Management Framework, pg. 3.
4. **Principles**

- **Governed** – Roles and responsibilities are clearly defined and formally assigned through statewide governance.
- **Managed** – Data and Application Custodians are identified and formally appointed, and details are recorded and maintained in a single departmental register.
- **Transparent** – The process of identification and formal approval of Data and Application Custodians is undertaken collaboratively and is available and shared.
- **Valued** – Data and applications are recognised as strategic assets.
- **Standardised** – Data and application custodianship terms and definitions are standardised and consistent.

5. **Requirements**

The Department of Health must:

5.1 **Provide governance for data and application custodianship**

5.1.1 Formally appoint statewide Data and Application Custodians through the information management governance structure detailed in the *Information Management Framework*.

5.1.2 Maintain, review and communicate the *Data and application custodianship policy* and associated documents.

5.2 **Assign roles and responsibilities for data and applications**

5.2.1 Assign roles and responsibilities for the administration and management of data and applications.

5.2.2 Data and Application Custodian roles and responsibilities are to be applied as per the *Data and Application custodianship, Roles and responsibilities* document.

5.2.3 Ensure that statewide Data and Application Custodians are provided with necessary education and training that is reflective of their roles and responsibilities.

5.2.4 *Training materials* are made available to officers whom have an interest or are involved in the management, support and governance of information (data) and applications.

5.3 **Maintain a single data and application custodianship register**

5.3.1 Establish and maintain a single register that will include statewide Data and Application Custodians details.

5.3.2 Assign roles for the management of the single register.

5.3.3 The single register will be available.

6. **Legislation**

- *Hospital and Health Boards Act 2011 (Qld)*
- *Information Privacy Act 2009 (Qld)*
- *Mater Public Health Services Act 2008 (Qld)*
- *Mental Health Act 2016 (Qld)*
- *Private Health Facilities Act 1999 (Qld)*
- *Public Health Act 2005 (Qld)*
- *Public Records Act 2002 (Qld)*
- *Public Service Act 2008 (Qld)*
- *Right to Information Act 2009 (Qld)*
7. Supporting documents

- Clinical Records Management policy
- Data and Application custodianship, Roles and responsibilities
- Data and Application custodianship, Roles and responsibilities - Summary Poster
- Data and Application custodianship FAQs
- Data and Application custodianship – Overview Fact Sheet
- Data and Application custodianship – Further resources and supporting documents Fact Sheet
- Data and Application custodianship: Toolkit
- Information Management Framework
- Information Management Framework – Summary poster
- List of approved Data and Application Custodians
- Management and access to documents and records Fact Sheet
- QGCIO Information Standard (IS44) Information asset custodianship
- QGCIO Records governance policy
- Recordkeeping policy
- Recordkeeping: Managing paper records standard
- Retention and disposal of clinical records standard

8. Definitions

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<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Application</td>
<td>A software system deployed by the agency which has part of an agency’s business process embedded with it.</td>
<td>Data and Application custodianship, Roles and responsibilities</td>
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<tr>
<td>Application Custodian</td>
<td>A position designated with accountability for the development, management, care and maintenance of an application.</td>
<td>Data and Application custodianship, Roles and responsibilities</td>
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<td>Confidentiality</td>
<td>Ensuring that information is accessible only to those authorised and is protected from unauthorised disclosure or intelligible interception.</td>
<td>Queensland Government Chief Information Office (QGCIO) Glossary</td>
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<td>Data</td>
<td>The representation of facts, concepts or instructions in a formalised (consistent and agreed) manner suitable for communication, interpretation or processing by human or automatic means. Typically comprised of numbers, words or images. The format and presentation of data may vary with the context in which it is used. Data is not information until it is utilised in a particular context for a particular purpose.</td>
<td>Data and Application custodianship, Roles and responsibilities</td>
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<td>Data Custodian</td>
<td>A position designated with responsibility and overall accountability for the data within the data set, data collection and/or application allocated and the capture, development, management, care and maintenance of the data.</td>
<td>Data and Application custodianship, Roles and responsibilities</td>
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<td>Fit-for-purpose</td>
<td>Data is accurate, valid, reliable, timely, relevant and complete.</td>
<td>Department of Health Data Quality Framework</td>
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<td>Information</td>
<td>Information is any collection of data that is processed, analysed, interpreted, classified or communicated in order to serve a useful purpose, present fact or present knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.</td>
<td>Queensland Government Chief Information Office (QGCIO) Glossary</td>
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<td>Information asset</td>
<td>An identifiable collection of data stored in any manner and recognised as having value for the purpose of enabling an agency to perform its business functions, thereby satisfying a recognised agency requirement.</td>
<td>Queensland Government Chief Information Office (QGCIO) Glossary</td>
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<td>Record</td>
<td>Recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs and includes - a) anything on which there is writing; or b) anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them; or c) anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or d) a map, plan, drawing or photograph.</td>
<td>Public Records Act 2002, Schedule 2, Dictionary.</td>
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**Version Control**

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