

Audit and Recordkeeping Standard

Queensland Health Digital Standard

QH-IMP-484-9: 2021

1. Statement

Queensland Health retains appropriate records of the use of Queensland Health's ICT services and devices. These records may be used as evidence during any investigations of unauthorised use.

2. Scope

This standard supports the Use of ICT services and devices policy and applies to all staff within Queensland Health. Staff is defined as employees, students, interns, volunteers, contractors, consultants, Board Members and managed service providers working for Queensland Health. Queensland Health consists of:

- the Department of Health, and
- Hospital and Health Services.

3. Requirements

3.1. Audit and recordkeeping

- 3.1.1. All access to ICT systems should be logged and the access logs should be audited on a regular basis.
- 3.1.2. All records and logs collected for the purposes of monitoring and security incident response and/or investigation are to be available for audit and must be retained for the minimum period and managed in accordance with recordkeeping policy, including records that relate to the inspection of internet traffic for the purposes of detecting and/or remediating malicious or suspicious activity.
- 3.1.3. Up to date records of employee training are to be maintained. These records may be used as evidence during any investigations of unauthorised use. As a minimum the record should include:
 - training undertaken by staff on the use of ICT services and devices
 - employee acknowledgement and agreements to comply with the Queensland Health policies and guidelines.
- 3.1.4. It is recommended that the Department of Health and HHSs record all email notifications, alerts and newsletters and other forms of communication relating to the use of ICT services and devices sent to staff for evidentiary collection purposes.
- 3.1.5. Records associated with the usage of ICT services and devices must be kept in accordance with the requirements of the *Public Records Act 2002*, *QGEA Record Governance policy*, related departmental and HHSs standards and other relevant recordkeeping policies.

- 3.1.6. Content created, received or stored by employees in the conduct of or in connection with Queensland Health's business are public records or documents within the meaning of the *Public Records Act 2002* and *QGEA Record Governance policy*. These records should be managed according to departmental and HHS recordkeeping standards.
- 3.1.7. All records and logs collected must be disposed of or destroyed in accordance with the *Public Records Act 2002*, *QGEA Records Governance policy*, and an approved retention and disposal schedule.

4. Legislation

- *Anti-Discrimination Act 1991*
- *Crime and Corruption Act 2001*
- *Criminal Code Act 1899*
- *Criminal Justice Act 1988*
- *Cyber Crime Act 2001 (Cth)*
- *Electronic Transaction Act 2001*
- *Financial Accountability Act 2019*
- *Hospital and Health Boards Act 2011*
- *Human Rights Act 2019*
- *Information Privacy Act 2009*
- *Public Records Act 2002*
- *Public Sector Ethics Act 1994*
- *Public Service Act 2008*
- *Right to Information Act 2009*
- *Telecommunications (Interception and Access) Act 1979 (Cth)*
- *Workplace Health and Safety Regulation Act 2008*

5. Supporting documents

- Use of ICT services and devices policy
 - Access control standard
 - Collaboration platforms standard
 - External access standard
 - Information access, use and disclosure standard
 - Monitoring and reporting standard
 - Training, awareness and disciplinary procedures standard
 - Use of email standard

- Use of ICT services and devices standard
- Data and application custodianship Policy
- Information Security Policy

6. Definitions

For ICT definitions please refer to:

[Digital policy glossary](#)

Version Control

Version	Date	Comments
1.0	01/03/2021	New standard. Endorsed Architecture and Standards Committee. Approved by Director-General.
