

DATA MANAGEMENT POLICY

BACKGROUND

Bible College of Queensland, operating as Brisbane School of Theology, is a higher education provider that collects personal information about students. It has a history that dates back to 1943 and maintains records of current and past students, alumni, workers and residents, as well as historical information relating to the organisation and its assets. The organisation is a company limited by guarantee as governed by the *Corporations Act 2001* (Cth) and is a registered charity in Australia authorised to collect tax deductible donations for the Qld Bible Institute College Building and Maintenance Account (the BST Building Fund) and the Bible College of Queensland Library Fund (the BST Library Fund).

POLICY STATEMENT

Brisbane School of Theology is committed to effectively managing the creation, capturing and storage of information related to the business operations of the college.

PURPOSE

The purpose of the Data Management Policy is to ensure that data maintained within Brisbane School of Theology is secure and of high quality so as to support its intended uses. The policy also supports the effective management of data for historical and legal purposes.

SCOPE

This policy applies to all data collections within the organisation, including where it is required by law or external accrediting entities.

It includes the collection of information relating to students, residents, stakeholders, corporate, financial and workforce information, and general enquiries about enrolments where one or more of the following conditions are met where the data collection:

- is used to meet business, operational or legislative requirements
- is required by an external accrediting entity
- contains personal information
- is used for reporting to an external accrediting entity
- is used for reporting to government entities as required by law
- is used for marketing and communication purposes.

The scope of this policy includes paper based and electronic data.

ROLES AND DELEGATIONS

To enable the effective management of data the roles and responsibilities are outlined below.

Role	Delegation/Tasks
Board of Directors	<p>Approve the Data Management Policy. Comply with the Data Management Policy. Manage data at Board level. Endorse and approve major financial investment for data management systems.</p> <p>Chairperson Liaise with the Principal on data management that impacts the maintenance and integrity of Board and company data, including financial reporting for legislative and auditing purposes, and interests in preserving historical records of the organisation.</p>
Management	<p>Comply with the Data Management Policy. Contribute to the management of data. Maintain stakeholder information in Microsoft Dynamics.</p> <p>Principal/CEO Oversee the Data Management Policy. Authorise necessary development or changes to data management systems. Consult the Board where major financial investment is required.</p> <p>Operations Manager Oversee the administration of data management systems in consultation with the Principal and with the support of the IT Manager.</p> <p>IT Manager Develop and maintain effective IT systems for data entry and storage.</p>
Staff, Faculty, Volunteers and Contractors	<p>Comply with the Data Management Policy. Contribute to data entry including entering accurate information, updating records, and adhering to privacy laws. Maintain stakeholder information in Microsoft Dynamics.</p> <p>Registrar Maintain current student data in TAMS and relevant internal storage systems.</p> <p>Finance Officer Maintain accurate financial records in MYOB and prepare data for financial audits.</p> <p>Faculty/Mentors Maintain current student data in TAMS and relevant internal storage systems. Maintain mentoring records in Microsoft Dynamics as needed.</p> <p>Secretary Maintain and update student data in TAMS and relevant internal storage systems. Maintain accurate financial records in MYOB and produce relevant records (e.g. receipts) as needed.</p> <p>Communications Officer Maintain online communication platforms where data is stored such as Mail Chimp and Eventbrite.</p> <p>Librarian Oversee the data entry and updating of information in Destiny and other library-related data storage systems.</p> <p>Property Manager Maintain resident records. Maintain lists for emergency evacuation procedures.</p>

IMPLEMENTATION

All Brisbane School of Theology workers, including volunteers and contractors, must take reasonable steps to ensure information created, stored, accessed and used within the working environment is accurate, timely, comparable, useable and relevant. The overall data management, including the development and maintenance of systems for entry and storage of information is an operational concern and therefore administered by the Operations Manager, in consultation with the Principal and with the support of the IT Manager. Board level and company data is maintained securely within Brisbane School of Theology premises for legal and administrative purposes.

Policy Area:
Operations

Version: 1.0

This Policy was approved by



Richard Gibson
Principal

Approved:

13.7.15

Next Review:

