

# GRIFFITH UNIVERSITY - INFORMATION MANAGEMENT FRAMEWORK

## OBJECTIVE

To foster a “whole of University” approach to data and information management which enables Griffith University to meet its strategic objectives and ensures our valuable information and data assets are appropriately managed.

University data and information can be viewed as being created and managed in one of three high level information domains. These are: Scholarly Information (our research outputs and the teaching materials we create); Managing Scholarship (our research and learning & teaching management information); and Supporting University Business (information and data that supports our business functions).

### The benefits of appropriately managing data and information at Griffith University include:

Increased impact of Griffith’s research and scholarship	Appropriately managing the scholarly outputs from our ground-breaking research and outstanding scholarship to increase its impact.
Improved discovery and access	Providing people with easy and transparent access to accurate and timely data and information (in chiefly digital format). Data and information that is easily discoverable can be shared and utilised for a variety of purposes.
Improved integration and accuracy	Collecting data once, ensuring its integrity and quality.
Improved decision-making	Understanding the business of the University and providing better information to support analysis, decision-making, and risk identification.
Improved compliance and decreased costs	Through more efficient processes and systems, achieving recordkeeping and regulatory compliance and reducing costs.

### The following principles guide Griffith’s approach to data and information management:

Information is an Asset	Information is an asset that has value to the University and is managed accordingly.
Information is Shared	Information is by default open and shared across the University business and community and derived from the relevant single authoritative source.
Information is Accessible	Information is accessible for people to perform their duties.
Information is Managed	Information has a custodian accountable for its quality and records are managed as required.
Data and Information is commonly described	Data and information is defined consistently throughout the University, and the definitions are understandable and available to all information users.
Data and Information is Secure	We secure what needs to be secured and protect it from unauthorised access, use and disclosure.

For further information visit [www.griffith.edu.au/information-management-framework](http://www.griffith.edu.au/information-management-framework)

# GRIFFITH UNIVERSITY – INFORMATION DOMAINS BY BUSINESS FUNCTION

Elements within and between *Scholarly Information and Managing Scholarship* are separated by dotted lines to represent their inter-relatedness

