

The background of the cover is a stylized illustration of several skyscrapers. The buildings are rendered in a geometric, low-poly style with a color palette of dark blue, light blue, and grey. The perspective is from a low angle, looking up at the buildings against a clear blue sky. The buildings are partially obscured by large, semi-transparent geometric shapes in shades of blue and grey, creating a layered, architectural effect.

Records and Data Management

POLICY AND PROCEDURE

Records and Data Management Policy and Procedure

1. Purpose

The purpose of this policy is to ensure that Envirotech Education effectively manages, secures, and retains records and data in compliance with Australian legislative requirements and industry standards.

This policy supports Envirotech's commitment to high-quality education, data accuracy, and regulatory compliance.

2. Scope

This policy applies to all Envirotech Education staff involved in the handling, storage, retention, and disposal of records and data across all Envirotech campuses, delivery sites and online systems. It covers academic records, student information, financial data, personnel files, and any other sensitive or organisational data.

3. Policy Statement

Envirotech Education is committed to maintaining secure, accurate, and compliant records and data management systems. All records will be retained as per regulatory and operational requirements, ensuring they are accessible, confidential, and reliable for as long as they are needed.

4. Data Collection and Entry Standards

4.1 Data Collection

- Data will be collected transparently, solely for educational, administrative, and compliance purposes.
- Information will be gathered and used in line with the *Privacy Act 1988*, with student and staff data used only for its intended purpose and with consent where required.

4.2 Data Entry Standards

- All data will be accurately entered into Envirotech's management systems, including the aXcelerate Student Management System (SMS) and Moodle eLearning platform, according to documented protocols.
- Regular data accuracy checks and cross-referencing will be conducted by authorised personnel to ensure data integrity.

5. Record Retention and Storage

5.1 Retention Periods

- **Student Records:** Academic records, attendance records, assessments, and qualifications will be retained for 30 years as per regulatory standards.
- **Financial Records:** Retain for a minimum of seven years, in accordance with Australian taxation and audit requirements.
- **Personnel Records:** Staff records, including employment contracts and payroll information, will be kept for seven years after employment ends.
- **Compliance Documentation:** Maintain for a minimum of five years to ensure availability for audits and inspections.

5.2 Storage and Security

- Physical records will be stored in secure, locked filing cabinets with access limited to authorised personnel.
- Digital records will be maintained on Envirotech's secure servers and backed up regularly following the Data Backup and Recovery procedures. Encryption and access control measures will ensure data protection.
- Archived records, both digital and physical, will be securely stored offsite in compliance with Envirotech's backup and recovery protocols.

6. Access Control and Data Security

6.1 Authorised Access

- Access to records is granted based on role requirements, with permissions limited to personnel who require access for educational, administrative, or compliance purposes.
- Staff must undergo data security and privacy training as part of their induction and as ongoing professional development.

6.2 Security Measures

- Envirotech employs encryption, access restrictions, and secure login protocols to protect digital records.
- Regular audits of data access and security protocols will be conducted by the Compliance Officer to identify and address any risks.

6.3 Student Access

- In line with the Privacy Act 1988, students may request access to their personal records. Requests should be submitted in writing to the Compliance and Quality Manager, who will arrange access in a timely manner.

7. Data Backup and Recovery

Envirotech ensures the integrity and availability of records through a structured backup and recovery protocol:

- Digital records are backed up daily on secure servers with storage of backup files in a separate, secure location.
- Physical records essential for compliance are scanned and stored electronically as part of disaster recovery planning.
- Backup recovery tests are conducted bi-annually to confirm the effectiveness and reliability of the backup system.

8. Record Disposal and Destruction

8.1 Disposal Process

- Records no longer required or exceeding their retention period will be disposed of securely. Envirotech will ensure data is permanently erased from all digital systems and that physical records are securely shredded or otherwise rendered unusable.

8.2 Destruction Procedure

- Authorised personnel will oversee the destruction of all confidential or sensitive records in line with Envirotech's Data Destruction Guidelines. Certificates of destruction will be obtained for any outsourced destruction services.

9. Responsibilities

- Compliance and Quality Officer:** Ensures all records management processes comply with relevant legislation and internal policies, conducts audits, and handles data access requests.
- IT Manager:** Manages digital security measures, backup systems, and coordinates recovery tests.
- All Staff:** Adhere to the protocols for data collection, accuracy, access, and security, reporting any data handling issues to the Compliance Officer.

10. Review and Continuous Improvement

This policy will be reviewed annually as part of Envirotech's continuous improvement framework, incorporating feedback from audits, staff, and students. Any legislative updates or internal changes will be reflected in the policy promptly to maintain compliance and operational effectiveness.



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The logo consists of a stylized, multi-colored mountain or wave-like graphic above the text. The text is in a clean, white, sans-serif font, with 'ENVIROTECH' on the top line and 'EDUCATION' on the bottom line.