

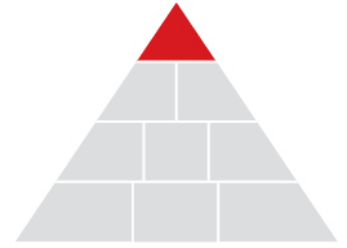
# Policy

## Information

MD-11-7062

QUEENSLAND RAIL OFFICIAL

Version: 6.0  
Updated: 01/04/2025



# Policy statement

## Information

### Our Commitment

Queensland Rail recognises the public interest in information it holds, the importance of information to its business and the need to both control and protect information, and all forms of technology that supports it, whilst leveraging and maximising its value and operating in an open and transparent manner.

Queensland Rail is committed to managing its information and technology assets in an accountable and coordinated manner in accordance with legislative requirements, applicable government policies, and principles of good governance and openness and transparency.

Queensland Rail will strive to become a data driven organisation, open and connected, and utilising insights to think, plan and do.

### What we will do

To support the achievement of business objectives and maintain effective information protection and governance, we will ensure:

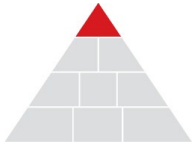
- Information is recognised as a Valuable Asset by -
  - maintaining an integrated information security and governance framework to effectively manage information assets and provide assurances that information risk and compliance protocols are being effectively applied;
  - promoting a leadership driven culture of accountability and responsibility for the retention, protection and proper use of Queensland Rail's information assets; and
  - proactively capitalising information to ensure maximum business benefit.
- Information is actively managed and compliant by -
  - reviewing the effectiveness of the information framework and related protocols, standards and controls through monitoring, assessments and consultation;
  - assigning accountability for managing information domains; and
  - providing information management training to promote understanding of the demands of contemporary information management practices.



# Policy statement

## Information

- Information is accurate and secured by -
  - adequately protecting information, to ensure it meets privacy, confidentiality and integrity standards, is compatible with human rights and regularly review information management protocols to ensure the confidentiality of sensitive information assets; and
  - ensuring the security and integrity of information and data through the application of controls throughout the information lifecycle.
- Information and technology are reliable and secure by -
  - securing and protecting technology to protect the data and services that it supports. The security of the information and technology will be managed via a management system consistent with the Queensland Government Information Security Standards.
- Information is shared and accessible by -
  - ensuring information is open, shared and accessible by default, to create an open transparent business; and
  - only using confidentiality provisions by exception where there is a strong justification for confidentiality
- Information is commonly described by -
  - information owners and stewards maintaining business glossaries for their domain and publishing for use by all Queensland Rail employees, contractors and consultants.

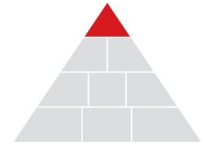


# 1 Responsibilities

The following establishes the broad accountabilities and responsibilities of the key internal stakeholders applicable to this Policy.

## 1.1 Who does what?

Who	What
<b>Board</b>	Responsible for the approval of Policy in accordance with legal and regulatory obligations, and to enable Queensland Rail's pursuit of opportunities aligned with its vision and values in an ethical and responsible manner.
<b>Chief Executive Officer (CEO)</b>	Leads Queensland Rail's implementation of and compliance with this Policy, by: <ul style="list-style-type: none"><li>• communicating Queensland Rail's vision, and the importance of the Policy, to all Queensland Rail employees, and</li><li>• responding to recommendations made when this Policy is reviewed, to ensure the Policy remains up to date and relevant to Queensland Rail.</li></ul>
<b>Executive Leadership Team (ELT)</b>	Are accountable for leading the implementation of the Policy in their respective functions and ensuring this Policy has been complied with.
<b>Group Executive Digital &amp; Information (GE DI) (Policy Owner)</b>	Is the Business Function Owner (Policy Owner) and must: <ul style="list-style-type: none"><li>• develop the Policy and enabling processes (i.e. Policy-related documents and systems) to ensure this Policy is reflected in Queensland Rail's operations</li><li>• establish and maintain processes to provide Management and Board (at least annually) with visibility of Policy related implementation and performance, and</li><li>• review this Policy annually and provide recommendations to the ERC.</li></ul>
<b>Group Senior Manager Information Security and Governance (GSM ISG)</b>	Is the Content Developer for the Policy, on behalf of the Business Function Owner (Policy Owner).
<b>Leaders of functions, areas and teams</b>	Must: <ul style="list-style-type: none"><li>• communicate the Policy to their employees, relevant contractors and consultants to ensure they understand the Policy</li><li>• demonstrate compliance with the Policy and are also responsible for leading the implementation in their respective functions, areas and teams</li><li>• develop process to enable implementation of policy requirements, and</li><li>• implement assurance processes to enable achievement of business objectives and compliance with this Policy.</li></ul>
<b>All employees, relevant contractors and consultants</b>	Everyone who needs to make use of this Policy for work purposes must ensure that they understand and comply with this Policy.
<b>Information and Technology Practitioners</b>	Information and Technology practitioners comprise both enterprise level and functional level employees whose role contains obligations to promote or ensure the consistent application of this Policy and related Standards within Queensland Rail.



## 2 Document history

### 2.1 Document information

Current Version	6.0
First Released	01 December 2011
Last Updated	01 April 2025
Review Frequency	Annually
Review Before	01 April 2026
Document Authoriser	Queensland Rail Board
Functional Owner	Group Executive Digital & Information (GE DI)
Content Developer	Group Senior Manager Information Security & Governance (GSM ISG)
Audience	All employees, relevant contractors and consultants

### 2.2 Document amendment history

Version	Date	Section(s) Amended	Summary of Amendment
6.0	01/04/2025	Whole document	Transfer ownership of Business Function owner
5.0	08/04/2024	Policy Statement	Policy Statement updated to include reference to Queensland Rail's commitment to openness and transparency and restrictions on the use of confidentiality provisions.
		1.1	Amended responsibilities for Policy Owner, Content Developer and Leaders to provide for practical application.
4.1	04/08/2023	Whole document	Updated next review and version.

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