Purpose
This policy provides the framework for management of ANSTO's information and for maintaining the security of information held by ANSTO.

Policy
ANSTO will undertake its activities in a manner whereby:

- ANSTO as well as third party intellectual property and confidential information is protected,
- access to information is appropriately authorised,
- privacy of information is protected, and information is used only for the intended purposes for which it was collected,
- confidentiality of staff information is safeguarded, and
- information is protected against accidental and inappropriate alterations, removal or disclosure.

Implementation
This policy will be implemented through:

- maintaining processes that take account of:
  - NSW regulations relating to ANSTO operations and services,
  - international regulations and codes for information management,
- adherence to hardware and software standards,
- regulating external access to ANSTONet,
- ensuring appropriate safeguards that meet industry standards are maintained to address unauthorised attempts to access information,
- maintaining, and regularly testing, effective storage and redundancy capabilities to safeguard against loss of information,
- training management and staff to enable them to implement this policy, and
- provision of necessary resources to enable effective knowledge management.

Commitment
ANSTO is committed to:

- ensuring the confidentiality, integrity, availability of and accountability for ANSTO's information, as well as third party information disclosed in confidence to ANSTO,
- achieving and demonstrating achievement of this policy through a program of audits and reporting the findings of those audits, and
- regularly reviewing the implementation of this policy with staff, customers and stakeholders.
Responsibility and Authority

- All staff are responsible for undertaking their duties in accordance with this Policy and within the framework of ANSTO’s management system.
- Senior Managers have the responsibility and authority to ensure implementation and monitoring of this Policy in projects and activities within their areas of responsibility.
- The Manager – Information Technology Services is responsible for providing systems, processes, management development, advice, expertise and support to ensure that line managers have the resources and skills to enable the implementation of ANSTO information management principles.
- Responsibility for the achievement of this Policy rests with the Chief Executive Officer, Senior Managers and all staff.