

# **FACT SHEET 10**

## **ADMINISTRATIVE REQUIREMENTS**

# Administrative Requirements

1. The Organisation and Authorised Users agree to comply at all times with the following Administrative minimum requirements.
  - a. only allow the Unit Record Data from the Datasets to be viewed by Authorised Users;
  - b. access to the password protected drive is only by Authorised Users and the password must only be known to Authorised Users of the Datasets;
  - c. where the Authorised User does not have access to the **General Release** dataset via a password protected server, Authorised Users may arrange with the Data Manager to provide them with a copy of the Dataset via CD ROM or DVD that is to be kept and used only on the Organisation's premises;
  - d. where the Authorised User does not have access to the **Unconfidentialised** dataset via a password protected server, Authorised Users may arrange with the Data Manager to download the Dataset onto a password protected stand alone computer on the Organisation's premises;
  - e. there must be an effective means of limiting entry during both operational and non-operational hours to rooms or buildings in which the **General Release** datasets are used or stored. If possible and where practical, the room must be locked when an Authorised User is not there;
  - f. there must be an effective means of limiting entry during both operational and non-operational hours to the dedicated lockable room/s in which the **Unconfidentialised** datasets are used or stored. The room must be locked when an Authorised User is not there;
  - g. the keys or combinations to lockable containers in which Datasets are kept must be kept secure and not be given to any Unauthorised Person;
  - h. a record must be kept of all people who have been issued with keys and/or combinations to containers in which the Datasets are used or stored;
  - i. any unit record output from the Datasets must not be left unsecured for more than 10 minutes, and must be stored in a locked commercial grade container and disposed of using a crosscut shredder when no longer required;
  - j. when using the Datasets, users must lock their screen when they are away from their workstation;
  - k. the Business Owner or their nominated representative may with at least three Business Days' notice and during normal business hours make a physical inspection of the premises in which the Datasets are stored or used to ensure the security and administrative measures are in place, subject to the Business Owner complying with the security measures of the Organisation.