



POL 11

Information Systems



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Policy Statement

The Board and the Executive of Helping Hand Aged Care are committed to the management and use of information systems in ways that will promote better outcomes for clients and better organisational management. This will be achieved by:

- / Ensuring that, as far as possible, information systems resources are made available and are continuously upgraded to support the most effective use of data and information within the organisation.
- / Ensuring that all data and information systems are designed to be user-friendly and to support the common aims of the organisation.
- / Ensuring that information system components, including hardware and software, meet agreed organisational requirements.
- / Ensuring there are appropriate data back-up systems and business continuity strategies in place.
- / Supporting all users of information systems to maintain the knowledge and skills necessary to use those systems effectively.
- / Developing simple and systematic approaches to the collection, distribution, storage, archiving and destruction of all information in line with any legislative requirements.
- / All staff have a role in identifying needs to use the info systems appropriately and ensure the security of the systems

Reason

Supports the HHAC Mission, Objectives and Six Year Organisational Plan; Supports the principle that effective information and information systems are vital to the achievement of improved service delivery and organisational management.

Responsible People

All staff have a role in identifying information needs. Managers and senior staff are responsible for developing effective information management systems.

Status

Version no.	Approved by	Approval date	Last reviewed
1	Board	June 2006	August 2015