

## USQ Information Asset Register - 2022

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| <b>Learning and Teaching</b>                      | USQ maintains records relating to its Learning and Teaching activities including information about the design, delivery, and management of course content (study materials).  |
| <b>Research</b>                                   | <p>USQ maintains records relating to its research activities, including information about:</p> <ul style="list-style-type: none"> <li>• Research Institutes and Centres</li> <li>• A wide range of facilities and mentoring by researchers and industry partners</li> <li>• Future and current Higher Degree Research Students, Supervisors and Examiners</li> <li>• Research administration and management</li> <li>• Research data</li> <li>• Ethics and animal welfare clearances,</li> <li>• Research commercialisation</li> <li>• Research awards and prizes</li> <li>• Research publications</li> </ul> |
| <b>Engagement</b>                                 | USQ maintains records relating to its engagement activities, connecting the University's teaching and research with its diverse communities locally, nationally, and globally. This includes alumni, industry partners, and current and prospective students. Information such as engagement programs, events and honorary awards, donations and bequests to the University are also stored.  |
| <b>Student administration</b>                     | USQ maintains records in an information management environment throughout the information lifecycle of student administration including admission, enrolment, financials, course management, academic progression and transcripts, student support, assessments, and graduations.   |
| <b>Student accommodation</b>                      | USQ maintains records relating to student accommodation at its three residential colleges (Concannon College, McGregor College, and Steel Rudd College).  |
| <b>Library Services</b>                           | USQ maintains records relating to the University's library Services including databases, electronic publications (ePrints), referencing, borrowing/requesting, research support, study support, teaching support, and copyright.  |
| <b>Governance, Leadership and Risk Management</b> | <p>USQ maintains corporate records that relate to the general administration of the University, including:</p> <ul style="list-style-type: none"> <li>• Governing bodies responsible for the establishment of policies at USQ</li> <li>• Executive Leadership in promoting and furthering the development of USQ</li> <li>• USQ's internal organisational divisions</li> <li>• Annual reports, strategy, and plans for the future of USQ</li> <li>• The consistency of ethical principles and conduct at USQ</li> <li>• USQ policy and procedures library</li> </ul>  |

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|                              | <ul style="list-style-type: none"><li>• Financial Services</li><li>• Enterprise risk and business continuity</li><li>• Staff records</li><li>• Occupational Health and Safety</li><li>• Internal Audit</li><li>• Asset Management</li></ul>  |
| <b>ICT Management</b>        | <p>USQ maintains records relating to information and communication security and architecture management, including:</p> <ul style="list-style-type: none"><li>• Student Accounts</li><li>• ICT Service Desk</li><li>• Cyber Security and Safety</li><li>• USQ Systems</li><li>• Computer Labs</li><li>• Wireless Internet</li><li>• ICT Training</li><li>• Hardware and Software</li><li>• Systems Maintenance and Performance Monitoring</li><li>• Configuration Management</li><li>• Change Management</li></ul>                               |
| <b>Facilities Management</b> | <p>USQ maintains records relating to the planning, development, and management of the University's physical environment and specialist services across the USQ locations, including:</p> <ul style="list-style-type: none"><li>• Campus Safety and Security</li><li>• Intercampus Shuttle-bus Services</li><li>• Facilities Hire and Leasing Events</li><li>• Environment and Sustainability</li><li>• Fire Safety</li><li>• Access Control</li><li>• Security Patrols</li><li>• Parking and Traffic Management</li><li>• Space Audits</li></ul> |

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|                | <ul style="list-style-type: none"><li>• Construction Projects</li></ul>   |
| <b>Clinics</b> | <p>USQ maintains records of information relating to the operation of its Clinics, including:</p> <ul style="list-style-type: none"><li>• Psychology and Counselling</li><li>• Sport and Health</li><li>• USQ Health Services</li></ul> <p>USQ also maintains records relating to general services provided by the University's Schools, Faculties, and Institutes to the community.</p> |