

**University of Southern Queensland Information Asset Register (Dec 2018)**

| Students and Communities Division<br>Deputy Vice-Chancellor's Office (Students and Communities) |   |                                  |  |                         |   |   |
|---|---|----------------------------------|--|-------------------------|---|---|
| Department  | Portfolio Grouping                          | Business Process                 | Information Type   | Security Classification | Description   | Source/System                               |
| Students and Communities  | Marketing and Student Attraction            | Customer relationship            | Customer information   | Internal                | Customer Relationship Management.   | RightNow, Campus Solutions                  |
|   |   | Corporate Website                | Public information   | Public                  | The purpose of the USQ website (www.usq.edu.au) is to advance the University's mission, brand and message(s) to core constituents (i.e. prospective students, their families, donors, alumni, organizations, friends, the media, and casual visitors).  | Sitecore CMS, Website servers onsite        |
|   |   | SMS services                     | Messaging details  | Restricted              | SMS Global Messaging Services.  | SMS   |
|   | Student Administrative and Academic Support | Engagement & Attraction          | Public information   | Public                  | USQ Social Media, USQ Public Website, Program Guide.  | Facebook, Sitecore, RightNow                |
|   |   | Timetabling/room bookings        | Room bookings information  | Internal                | Timetabling and Room bookings management system.  | CELCAT                                      |
|   |   | Course and Program management    | Course and program information   | Public                  | Course specification database developed in SharePoint and published to the USQ website and handbook on finalisation of course specification by Faculty staff.   | CPMS  |
|   |   | Student administration           | Student's personal and academic information  | Restricted              | Student Administration database with admissions, student records, graduations, examinations etc. QTAC interface.  | PeopleSoft Campus Solutions                 |
|   |   | Student payments                 | Student's personal and financial information   | Restricted              | Payment Gateway for students' payments. Contains personal and financial information.  | One Stop Secure (Unilink)                   |
|   |   | Agent/partner management         | Personal applicant and contract information  | Restricted              | Holds personal information of applicants and contract details for partners.   | OMEGA                                       |
|   |   | Student placement                | Student placement information  | Restricted              | Student placement program.  | In Place, Sonia                             |
| Computer managed assessments  | Student assessment information              | Restricted                       | Computer managed assessments (CMA) for course tests, examinations etc. The process starts with receiving the content, and it ends with EPS setting up CMA on Study Desk. | CMA                     |   |   |
| Student email accounts  | Student emails                              | External                         | Umail is a partnership between USQ and Google that provides all students with access to email hosted by Gmail and other Google Apps.                                     | Umail                   |   |   |
| Student Services and Social Justice   | Student Services                            | Health and medical               | Medical records  | Restricted              | The Student Services Health Service is a confidential, accessible, and affordable health service available to current students, staff and visitors to USQ. In line with our commitment to the Australian Chart of Healthcare Rights, we aim to ensure that our students have access to health services regardless of financial constraints, gender, race or language. | In House                                    |
|   | Social Justice                              | Student accessibility and equity | USQ strategic planning documentation   | Public                  | USQ is committed to providing accessible and equitable educational pathways, supportive and inclusive learning environments for students, regardless of their background. The USQ Social Justice Strategic Plan 2014-2015 is committed to addressing structural and systemic inequality in education and employment.  | USQ Social Justice Strategic Plan 2014-2015 |
| Residential Colleges  | Administration                              | Student accommodation            | Student housing information  | Restricted              | Collects information from student housing software including: online web-based student self-service, built-in reporting, room assignments etc. Holds personal student information.  | StarRes                                     |

| Academic Division<br>Senior Deputy Vice-Chancellor's Office     |                              |  |                                      |                         |   |   |
|---|------------------------------|--|--------------------------------------|-------------------------|---|---|
| Faculty College   | Portfolio Grouping           | Business Process   | Information Type                     | Security Classification | Description   | Source/System   |
| Faculty of Health, Engineering and Sciences                     | Psychology and Counselling   | Psychology testing   | Psychology testing and records data  | Restricted              | Psychology Testing and Record Application   | In House  |
|   | Ag, Comp, & Environ Sciences | Academic Workload Management                                 | Academic workload allocations        | Internal                | WAMS3 is a flexible web-enabled method to manage academic workload allocations.   | WAMS  |
| College for Indigenous Studies, Education and Research          | CISER                        | Aboriginal and Torres Strait Islander support and assistance | CISER course and program information | Public                  | The College for Indigenous Studies, Education and Research (CISER) is located across USQ's three campuses, Toowoomba, Springfield and Fraser Coast. The main purpose of the college is to encourage and assist the further education of Aboriginal and Torres Strait Islander students.   | CPMS  |
| Queensland College of Wine Tourism                              | QCWT                         | Food & Wine Tourism  | QCWT course and program information  | Public                  | In partnership with the University of Southern Queensland, Southern Queensland Institute of TAFE, Stanthorpe State High School and 20 other Gateway Schools, the College provides training from secondary to tertiary levels in viticulture, oenology, tourism, hospitality and business. The education and training programs are developed in partnership with the wine tourism industry.  | CPMS  |
| Open Access College   | OAC                          | Pathway programs for prospective students                    | OAC course and program information   | Public                  | The Open Access College (OAC) provides pathway programs for prospective students to access the award programs of the University. The College has a long history of successfully targeting persons from social and cultural groups who are under-represented. The OAC provides: tertiary preparation programs for domestic and international students, foundation diploma studies, and a suite of English language and study tour programs for non-English speaking background people. | CPMS  |
| Pro Vice-Chancellor (Scholarly Information & Learning Services) | Library Services             | Library  | Library and digital resources        | Internal                | USQ maintains records relating to the library catalogue, online and digital resources, library loans, open access to research publications (ePrints), photocopy requests, remote access to web-based licensed content, and a Learning and Teaching materials repository.  | Virtua, DocEx, EzProxy, Equella, DiReCt, Smart Thinking, VUFIND, eLOR, SUMMON, Library subscribed databases ePrints |
|   |                              |  | Published Academic articles          | Public                  |   |   |

| Research and Innovation Division<br>Deputy Vice-Chancellor (Research and Innovation) |   |   |                             |                         |  |  |
|--|---|---|-----------------------------|-------------------------|--|--|
| Department   | Portfolio Grouping                              | Business Process                              | Information Type            | Security Classification | Description  | Source/System                              |
| Research and Innovation Division   | Office of Research Development (Administration) | eResearch - Research data storage and compute | Research data               | External                | QRIScloud is a set of services provided by QCIF for research groups and agencies to create, process and use their data. The data storage services include the Queensland RDSI node, which provides storage for data collections of national significance. The compute services include the QCIF operated component of the NeCTAR Research Cloud, and various HPC facilities. | QRISdata, Nextcloud, QRIScompute           |
|  |   | eResearch - Compute and Research Data storage | Research data               | Internal                | USQ's High Performance Computing (HPC) clusters provide research compute, visualisation and data storage facilities and services.  | Fawkes, Albus, Habeas                      |
|  |   |   | Research data               | External                | National eResearch Collaboration Tools and Resources (NeCTAR) Cloud provides computing infrastructure, software and services that allow Australia's research community to store, access, and analyse data, remotely, rapidly and autonomously.   | NeCTAR Virtual Machines (VMs), NeCTAR Labs |
|  | Office of Research (Administration)             | Research data collection                      | Research data               | Restricted              | Research Master holds research data provided in online forms as well relevant documentation and information uploaded by Researchers and Office of Research staff.  | Research Master                            |
|  |   | Research assessment                           | Research assessment metrics | Internal                | The ERA Reporting system is used to collate data from multiple sources (ePrints, HR, SCOPUS, ARC) to enable relevant optimisation of USQ related outputs for submission to the ARC. The ERA Reporting system is housed on the server research-prd-t1.usq.edu.au (located within ICT data centres), and is accessed via the domain name orhd.usq.edu.au.                      | ERA  |

| Vice-Chancellor's Division<br>Office of the Vice-Chancellor |                    |                             |                      |                         |  |               |
|---|--------------------|-----------------------------|----------------------|-------------------------|--|---------------|
| Faculty Department  | Portfolio Grouping | Business Process            | Information Type     | Security Classification | Description  | Source/System |
| Governance  | USQ Council        | University's Governing Body | USQ Bulletin         | Public                  | USQ Council Bulletins are available to the USQ community following each Council meeting and provide a summary of the key decisions made at Council meetings throughout the year.   | USQ Council   |
|   |                    |                             | USQ Annual Report    | Public                  | The USQ Annual Report provides a comprehensive review of our performance each year and identifies future activities. Our achievements are documented against the aims and objectives outlined in the University's Strategic Plan. Each year we present the Annual Report to the Queensland Parliament by command, via the Minister for Education and Training. | USQ Council   |
|   |                    |                             | USQ Strategic Plan   | Public                  | The USQ Strategic Plan 2016-2020 is the top-level strategic document setting out the University Vision 2022. This Plan, approved by USQ Council in December 2015, sets out key theme activities for 2016-2020.   | USQ Council   |
| Legal Office  | Legal Services     | Legal Management            | Contract information | Restricted              | Contracts and Agreements held in Qcontracts.   | Qcontracts    |

**Enterprise Services Division**

Deputy Vice-Chancellor's Office (Enterprise Services)

| Faculty Department                                | Portfolio Grouping  | Business Process  | Information Type   | Security Classification   | Description  | Source/System  |  |
|---|---|---|--|---|--|--|--|
| Information and Communication Technology Services | Service Delivery  | Incident Management   | Data related to ICT Incidents and requests   | Internal  | Information Technology Services Management of incidents, problems, and requests for ICT related equipment (e.g. computers, audio visual equipment).  | Ivanti – HEAT  |  |
|   |   | Change Management   | Data related ICT change management   | Internal  | Information Technology Services Management of changes to systems and infrastructure.   | Ivanti – HEAT  |  |
|   | Infrastructure Services   | Website Searching   | Google analytics data  | Internal  | Google search and analytics application.   | Google analytics   |  |
|   |   | Application Management  | Data related to change management  | Internal  | Change management tool for PeopleSoft development developed and marketed by Quest Software to ensure changes are appropriately defined, scheduled, resourced and approved, adhering to approved procedures.  | Stat by Quest Software   |  |
|   |   | Learning and Teaching Content Production  | USQ Course contents and related records  | Internal  | USQ maintains records relating to content production and learning activities, which includes the process of developing and creating visual, auditory, and written assets such as videos, electronic resources, white papers, and infographics. Also includes Assignment submission, and plagiarism checking.   | Moodle - Staff facing USQ StudyDesk; Moodle – MyStaffDesk; Adobe Presenter; Turnitin; ePortfolio; Learning Objects Repository; Presentation Manager; Techsmith Relay |  |
|   |   |   |  | Public  |  |  | Moodle – Student facing USQ StudyDesk              |
|   |   |   |  | Restricted  |  |  | Moodle - OpenDesk (Staff, Student, General Public) |
| Telephony and Videoconferencing                   | Telephony and videoconferencing information   | Internal  | USQ maintains records relating to telephony and videoconferencing, which includes voice mail, recording, and booking systems data. | Cisco: Unified Call Manager, Unity Unified Messaging (Voice Mail), Unified Contact Centre Express, Unified Video Conferencing, Show and Share (Recording), Telepresence Management Suite (Booking), Jabber Video, SeeVough, LAN Wired, Wireless, Prime WCS. |  |  |  |
| Human Resources and Financial Services            | Human Resources   | HR Management and Payroll   | Staff's personal information including bank details  | Restricted  | Human Resource Management and Payroll System   | Oracle HRM and Payroll   |  |
|   |   | ICT Payroll - Client Services. Employee and new employee requests / workflow management | Data related to professional and casual employees  | Restricted  | Allowing employees to request services from Payroll/Human Resources including new or extension of contracts for professional and casual employees  | Ivanti Service Manager (ISM) / MyIT / HEAT   |  |
|   |   | Human Resource Management   | Staff's personal information and work history  | Restricted  | PeopleSoft Human Resource Management System  | Oracle PS Campus Solutions/HR  |  |
|   |   | Organisational Charting   | Hierarchy structure  | Public  | Organisational Charting System   | Org Plus   |  |
|   |   | USQ Safe  | WHS data   | Internal  | Workplace Health and Safety System   | UniHIRTS   |  |
|   |   | Professional Development  | Courses and programs   | Internal  | USQ Professional Development Systems   | Campus Solutions/HR, VTME  |  |
|   |   | Academic Workload Management  | Academic Workload  | Internal  | Academic Workload Management System  | WAMS   |  |
|   | Financial Services  | Accounts Receivable/Payable   | Personal and financial information   | Restricted  | USQ Financial Management and Accounting System   | PeopleSoft Financials  |  |
|   |   | Business Transactions   | Personal and financial information   | Restricted  | The Spendvision platform provides a way to capture, pay for, manage and report on business transactions.   | Spendvision  |  |
|   |   | Asset Register  | USQ assets   | Internal  | USQ Assets with a value >= \$5000  | Assetpro and In House  |  |
|   |   | Portable and Attractive Items Register  | USQ Portable and Attractive Items (PAI)  | Internal  | USQ PAI with a value >= \$1000 and < \$5000 (including computers and mobile communication devices less than \$1000)  | In House   |  |
|   |   | Travel Management System  | Personal and financial information   | Restricted  | Travel booking system  | Locomote   |  |
|   |   | Online Payments   | Student/Staff/external personal information  | Restricted  | Payment Gateway for online sales and events  | UniLink OneStopSecure  |  |
|   |   | ICT Procurement requests and workflow management  | Data related to employee purchase requests   | Restricted  | Employees can submit purchase requests through a tool for automated approval workflows, allocation to procurement teams, and fulfilment of ICT purchase requests.  | Ivanti Service Manager (ISM) / MyIT / HEAT   |  |
| Corporate Management Services                     | Corporate Management Services - Administration Records Communications Internal Audits | Data Warehousing and Business Intelligence  | Statistical information about USQ students and staff   | Internal  | Under the Higher Education Support Act 2003 (HESA), USQ and all other higher education providers are required to provide the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIICCSRTE) with statistical information about our students and staff. DIICCSRTE will use the collected data for CGS founding allocation, student entitlements calculation, student debts report to ATO and for publications and other statistics. | USQ Warehouse and Business Intelligence System   |  |
|   |   | Knowledge Repository  | USQ Corporate  | Internal  | Secure place to store, organize, share, and access information   | SharePoint   |  |
|   |   | Policy Library  | USQ policy and procedures  | Internal  | The University Policy and Procedure Library is the definitive source of current policy and procedural documentation relating to the governance, academic quality standards and management of the University.   | SharePoint, USQ Website (Sub Domain), Static web interim.  |  |
|   |   | Surveys   | USQ survey data  | Internal  | University Survey Administration and Data Collection.  | USQ Surveys  |  |
|   |   | Records Management  | USQ Archives   | Internal  | University Archived Record System.   | TRIM   |  |
| Campus Services                                   | Facilities  | eLearning   | Course content   | Internal  | Course Builder; Pre-Built eLearning Course Library.  | ELMO Learning  |  |
|   |   | Facility Management   | USQ Facility assets  | Internal  | Facility Asset Management Software & Maintenance System.   | BEIMS  |  |
|   |   |   | Maps and floor plans   | Public  | Campus Maps and Building Floor Plans.  | SharePoint, USQ Website (Sub Domain)   |  |
|   |   |   | CCTV surveillance video  | Internal  | Closed-circuit television (CCTV), also known as video surveillance, is the use of video cameras to transmit a signal to a specific place, on a limited set of monitors.  | CCTV Camera Surveillance   |  |
|   |   | Physical Access Management  | USQ key register   | Internal  | A register of keys for doors and windows across USQ campuses.  | USQ Hosted   |  |
|   |   |   | Building access data   | External  | Card Access/Cardax   | Amtac  |  |

**Corporate**

| Faculty Department   | Portfolio Grouping | Business Process     | Information Type  | Security Classification | Description  | Source/System                                     |
|----------------------|--------------------|----------------------|---|-------------------------|--|---|
| Corporate Operations | Corporate          | Corporate Records    | Corporate Records and Archives                            | Internal                | Corporate Records provides a lead role in records and information management at USQ through the implementation, maintenance and support of a broad range of activities:<br><b>Compliance</b> - manage the compliance regime as per the Public Records Act 2002 and relevant Information Standards, including audit and reporting processes.<br><b>Key systems</b> - capture, maintenance, storage, retrieval and disposal of records such as: Corporate; Student; and Human Resources files.<br><b>TRIM e-DRMS</b> - deploy and manage the system, including provision of staff training across the organisation.<br><b>USQ Policy Library</b> - TRIM support and maintenance.<br><b>USQ Historical Archives</b> - manage 7 x Collections.<br><b>Document Storage Warehouse</b> - manage aged records, including disposal processes.<br><b>Policy and procedures</b> – develop and review, as required.<br><b>Policy</b> – provide specialist input to organisational policy development, various committees and forums.<br><b>Consultancy/Advisory Service</b> - provide specialist advice to the USQ Community. <b>Right to Information (RTI)</b> - manage the compliance regime as per the Right to Information Act 2009, including the following: decision-making process for access requests; Administrative Access Scheme; Publication Scheme; Disclosure Log; and Audit and reporting processes.<br><b>Legal Discovery</b> - manage requests (third party). | Corporate Systems as described in the description |
| Corporate Projects   | Corporate          | ICT Capital Projects | Information relating to Project Governance and Management | Internal                | ICT Capital Projects cover various USQ corporate systems including systems that provide institutional-level learning, teaching and corporate functions. While ICT has overarching responsibility for all systems within the enterprise architecture in terms of their function (that is, ensuring they are appropriately secure, well maintained etc.), systems also frequently have owners outside of ICT who are responsible for system functionality (the features of those systems used or not for USQ business, and how they are used etc.)   | USQ Project Management                            |