

University of Southern Queensland Information Asset Register (May 2020)

Academic Division
Deputy Vice-Chancellor's Office (Academic)

Department	Portfolio Grouping	Business Process	Information Type	Security Classification	Description	Source/System
Pro Vice-Chancellor (Student Services)	Student Administrative and Academic Support	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, IMPS and Accreditation Portal
		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.	OneStop Secure
		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,
		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	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
Student Success and Wellbeing	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
Faculty of Health, Engineering and Sciences	Psychology and Counselling	Psychology testing	Psychology testing and records data	Restricted	Psychology Testing and Record Application	In House
	Sciences	Academic Workload Management	Academic workload allocations	Internal	WAMS3 is a flexible web-enabled method to manage academic workload allocations.	WAMS
Faculty of Business, Education, Law and Arts	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
Faculty of Health, Engineering and Sciences	Queensland College of Wine Tourism	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
Pro Vice-Chancellor (Education)	Open Access College	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
	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.	Ex Libris (Alma, Primo, Leganto), , EzProxy, Equella, DiReCt, Smart Thinking, , eLOR, , Library subscribed databases
			Published Academic articles	Public		ePrints

Research and Innovation Division
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 (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
				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 Ex Libris (Alma, Primo, Leganto)I Machines (VMs), NeCTAR Labs
		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
Office of the Vice-Chancellor

Faculty Department	Portfolio Grouping	Business Process	Information Type	Security Classification	Description	Source/System
Office of the Vice-Chancellor	Governance	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 2013-2015 is the top-level strategic document setting out the University Vision 2022. This Plan, approved by USQ Council in December 2012, sets out key theme activities for the triennium 2013-2015.	USQ Council
Pro Vice-Chancellor's Office (Engagement)	Engagement	Customer relationship	Customer information	Internal	Customer Relationship Management.	Oracle Service Cloud, 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
		Engagement & Attraction	Public information	Public	USQ Social Media, USQ Public Website, Program Guide.	Facebook, Sitecore, Oracle Service Cloud, Eloqua

Corporate

Faculty Department	Portfolio Grouping	Business Process	Information Type	Security Classification	Description	Source/System
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

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	Client Services	Incident Management	Data related to ICT Incidents and	Internal	Information Technology Services Management of incidents, problems, and requests for ICT related equipment (e.g. computers, audio visual equipment).	Ivanti – HEAT
		Knowledge Repository	USQ Corporate	Internal	Secure place to store, organize, share, and access information	SharePoint
		Record Management	Corporate Records and Archives	Internal	Compliance - manage the compliance regime as per the Public Records Act 2002 and relevant Information Standards, including audit and reporting processes. Key systems - capture, maintenance, storage, retrieval and disposal of records such as: Corporate; Student; and Human Resources files. Content Manager e-DRMS - deploy and manage the system, including provision of staff training across the organisation. USQ Policy Library - Content Manager support and maintenance. USQ Historical Archives - manage 7 x Collections. Document Storage Warehouse - manage aged records, including disposal processes. Policy and procedures – develop and review, as required. Policy – provide specialist input to organisational policy development, various committees and forums. Consultancy/Advisory Service - provide specialist advice to the USQ Community. Right to Information (RTI) - 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. Legal Discovery - manage requests (third party).	Corporate Systems as described in the description
	Infrastructure Services	Change Management	Data related ICT change management	Internal	Information Technology Services Management of changes to systems and infrastructure.	Ivanti – HEAT
		Website Searching	Google analytics data	Internal	Google search and analytics application.	Google analytics, SharePoint Search
		Application Management	Data related to change management	Internal	Applications packaging and deployment tools for automation and auditing.	Stat by Quest Software, TeamCity and Buildmaster
		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, Panopto
				Public		Moodle – Student facing USQ StudyDesk Moodle - OpenDesk (Staff, Student, General Public)
				Restricted		Part A Exams
		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.	Zoom, MS Teams, 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	Human Resources	HR Payroll	Staff's personal information including bank details	Restricted	Human Resource Management and Payroll System	Oracle 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) / USQHub / HEAT
		Human Resource Management	Staff's personal information and work history	Restricted	PeopleSoft Human Resource Management System	Oracle PS HR Management and Campus Solutions
		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, StaffDesk
		Academic Workload Management	Academic Workload	Internal	Academic Workload Management System	WAMS
Financial Services	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) / USQHub / HEAT
Planning and Performance Support Services	Planning and Performance Support Services	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
		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, MyOpinion
Facilities Management	Facilities Management	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		
Legal Office	Legal Services	Legal Management	Contract information	Restricted	Contracts and Agreements held in Qcontracts.	Qcontracts