

Information technology and records management policy

1. Policy statement

*Appropriately managing *Business Records with fit for purpose IT systems and processes is an essential aspect of being an efficient business and ensures Western Power adheres to its legislative obligations, protects its rights and interests and achieves good corporate governance.*

1.1 Purpose

To provide direction to ensure:

- (i) Western Power's *Records are appropriately recorded and retained in accordance with legislation
- (ii) Western Power's *IT assets are adequately protected
- (iii) usage of Western Power's *IT systems is appropriate.

1.2 Scope

This policy applies to:

- (i) all employees, officers and directors of Western Power
- (ii) contractors working within Western Power's workforce
- (iii) all of Western Power's business activities and operations.

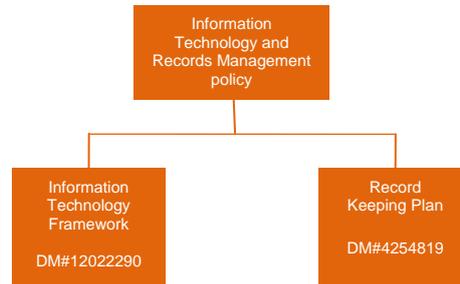
1.3 Principles

Western Power will ensure:

- (i) *Records are created, managed and retained in appropriate and approved systems or files
- (ii) Western Power personnel have access to *Records and *IT systems as per role requirements
- (iii) IT systems are secured in line with business needs and roles
- (iv) IT systems are used for business purposes and personal use is minimised.

1.4 Supporting management *Standards

This policy is supported by the following *Standards.



2. Accountabilities

Policy content owner:

Accountable for:

- (i) implementing this policy
- (ii) preparing, issuing and maintaining any required *Standards
- (iii) ensuring that people affected by this policy and its related *Standards are aware of their responsibilities
- (iv) ongoing education (as necessary)
- (v) monitoring compliance with the requirements of the policy and its related *Standards
- (vi) ensuring that appropriate remedial actions are taken if there are compliance breaches
- (vii) monitoring the continuing relevance of the policy and the currency of its contents.

General Counsel:

Accountable for publishing the approved version of this policy, and any *Standards issued under it, in Western Power's corporate policies register.

3. Review

This policy will be reviewed and evaluated by the Board at least once in every three year period taking into account the purpose of the policy and the outcome of the compliance review.

4. Dictionary

Words in the first column of the following table are defined terms and have the corresponding meaning shown in the second column of the table.

Defined terms are identified in this policy by the insertion of an asterisk (“**”) before the defined term.

Defined term	Meaning
*IT	information technology
*Business Record	paper based and computerised records of material business activities, including business knowledge and transactions
*Standard	a management standard issued under and supporting this policy
Western Power	Electricity Networks Corporation

5. Further information

If you have any questions in relation to this policy please contact either the Head of Information & Communication Technology or the General Counsel.

6. Content owner

Executive Manager Corporate Services

7. Related documents

Description	DM reference
Record Keeping Plan	DM#4254819
IT Framework	DM#12022290

8. Approval history

Version	Approved by	Date	Resolution no.	Notes
	Board	24/03/2006	BD/19/2006	Predecessor document management policy
	General Manager Enterprise Solutions Partner	01/10/2010		Predecessor information and records management policy
				Predecessor policies on information technology activities comprise: (i) IT security policy (DM#4410922) (ii) IT&T quality policy (DM#7851143) (iii) Remote access policy (DM#7851235) (iv) Wireless communication policy (DM#7851295) (v) Computer media policy (DM#6381923) (vi) Backup and recovery policy (DM#7851343) (vii) Virus and malicious program protection policy (DM#6381848) Refer to individual documents for prior approval history.
1.	Board	01/07/2014	#004/2015/BD	
2.				



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Alan Mulgrew
Board Chairman & non-executive director



John Pease
General Counsel & executive officer