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# POLICY ON ELECTRONIC INFORMATION MANAGEMENT SYSTEM

Version	Review Date	Remarks of Changes
V1 (1 <sup>st</sup> issue)	01-03-2021	

## IMPORTANT NOTICE

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## 1. Background

Information forms the basis for strategic and operational functioning as well as further improvement and development. It is essential for The Hong Kong Academy of Nursing (HKAN) to adopt information technologies to manage data and information for sustainability and growth. Increasingly huge volume of data and information will be collected and generated as the organization evolves. Information Management System is the infrastructure with which data and information are collected, stored and retrieved.

## 2. Intent

This policy sets the parameters governing the design of electronic information management systems to support all facets of operations effectively and comply with statutory requirements.

## 3. Purpose

- 3.1. To ensure compliance with statutory requirements for electronic data management;
- 3.2. To enhance accuracy, comprehensiveness and integrity of data and information;
- 3.3. To design databases and plan to safely, efficiently and effectively manage data and information.


## 4. Scope of Application

- 4.1. The policy applies to all electronic channels and systems for collection, storage, usage and destruction of data and information.
- 4.2. This steers the quality assurance of mechanism for data and information management.
- 4.3. Installation and maintenance of information technology equipment and facility infrastructures are not included under this policy.
- 4.4. This policy is to be read alongside with those for Document Management System (HKAN-AMO-PO-001-V2-202103) applicable for data and information in both hard copies and soft copies.

## 5. Principles for Electronic Information System Management

### System Setup

- 5.1. Information systems shall adequately cater for the information needs for operations and future development of HKAN;
- 5.2. Mechanism shall be put in place to ensure proper collection and usage of data in

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accordance with statutory requirement, including areas such as retention, confidentiality, sharing and transferal;

- 5.3. Specific databases shall be set up to store and retrieve relevant data systematically and efficiently;
- 5.4. A formal mechanism shall be in place for granting, updating and managing computer account and access rights level in accordance with security levels and operations need;
- 5.5. Backup mechanism and contingency measures for electronic system failure shall be put in place for information management and continuation of operations;
- 5.6. A subject officer is designated as account custodian/administrator by the President or his/her delegate;
- 5.7. Competence of staff in handling of data an information of the organization shall be ensured;

#### Data Quality

- 5.8. Data should be validated for accuracy, completeness, and integrity;
- 5.9. Data shall be updated and managed in a timely manner;
- 5.10. Personnel data should also be handled to comply with employment requirements such as mandatory providence fund, payroll;
- 5.11. Financial data and information shall be kept for auditing and taxation purposes;
- 5.12. All data and information shall be protected from unauthorized access and tampering;
- 5.13. Data and information requiring long term storage are normally archived in electronic format.

#### **6. References**

- 6.1. Personal Data (Privacy) Ordinance (Cap 486)
- 6.2. Limitation Ordinance (Cap 347)
- 6.3. Employment Ordinance (Cap 57)
- 6.4. Mandatory Providence Fund Schemes Ordinance (Cap 485)
- 6.5. Inland Revenue Ordinance (Cap 112)