




## WCCN Policy on Documentation

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Author	Position	Signature	Date
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Approved by	Position	Signature	Date
College Senate	Head of Academia		2018/02/05

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/12	Re-branding	Dr T M Bock

### SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



### **1. Introduction**

This policy establishes standards for document management across all the WCCN Campuses, to ensure all documents are created and maintained and disposed of appropriately, taking full account of operational needs.

### **2. Purpose of this policy**

The WCCN must ensure that documents created in relation to its operations are being managed and maintained appropriately. This policy sets out the standards and definition to enable staff to create documents that:

- Meets the WCCN and Department of Health and Wellness (DoH and W) internal requirements
- Enable the content of the document to be accessed.
- Ensure continuity in the WCCN operations
- Compliant with all statutory requirements
- Enable the defence of rights of the institution and its stakeholders
- Are capable of providing evidence of a decision or operational processes
- Are kept and maintained and stored in the most economical way consistent with the above objectives

### **3. Scope**

This policy applies to all staff members and students of the WCCN and any individual creating or handling documents on the WCCN's behalf. All documents must adhere to the WCCN and the Department of Health and Wellness branding policies.

Adherence to the Branding policy of the WCCN and DoH and Wellness

- Letters both digitally and hard copies must have the branding of the Department as approved
- Email signatures must include the branding of the Department and the WCCN
- Meeting minutes and agendas must be branded with the Department branding
- Student reports and results must be branded with the Department and the WCCN branding
- All PowerPoint presentations must be branded with the department branding and the department PowerPoint template design must be used
- All contracts of appointment and performance agreements must be branded according to the Departmental branding policy

### **4. Validity of documents**

All documents to be used for official purposes as issued by the Department of Health and Wellness may not be amended by unauthorised persons.

Templates must be used as issued by the department.

Documents solely to be used by the WCCN for all academic and student matter purposes will have the DoH and the WCCN branding on it. Such documents may not be tampered with or amended.

### **5. Document management**

The following principles must be adhered to when creating and handling documents.

- Documents must be clearly named with the date and version and policies must be numbered

## WCCN NO 46 Policy on documentation

- Duplicate copies of documents must not be created
- Documents to be shared from the source only
- Key documents to be stored on one computer only until shared point is created for the WCCN or a document repository system is implemented.
- Only Pdf copies of documents will be distributed.
- Only the source document may be in word format
- After a document is finalized previous versions should be kept separately for audit purposes.
- All previous versions must be removed out of circulation
- Regular audits (at least annually) of hard copy and digital copies must be conducted.

### 6. Document classification

Classification	Definition
Public	May be viewed by anyone
Open	Available to all staff members only
Confidential	Available only to authorised and authenticated members of staff. I.e., Documents that contains personal information
Confidential and sensitive	Access is controlled and restricted to a small number of named, authenticated members of staff
Secret	Known only to a very small number of authenticated members of staff

**Before the sharing of any documents the following must be considered:**

**Does the document contain information that originated from an open and publicly accessible source?**

Provided the document contains information that was not obtained in breach of any confidentiality or secrecy obligation and is in the public domain, the document may be classified as open or public depending on the other questions to be considered below.

**Does the document contain personal data?**

Documents that contain personal data should be classified as Confidential.

**Does the document contain special categories of personal data or personal data See the Data Protection Policy for a definition of these categories of personal relating to criminal convictions and offences?**

This information requires additional procedures to be followed and safeguards applied and should be classified as Strictly Confidential.

**Does the document contain any information of commercial or competitive value for the WCCN or any other third party?**

The document may contain commercially sensitive information or trade secrets relating to the WCCN or entrusted to the WCCN by a third party or information relating to the WCCN's strategic plans and market opportunities.

**If the document was accidentally disclosed, would it pose a risk to any individual(s) or the WCCN?**

The document may contain information which would have an adverse impact on one or more individuals or groups within the WCCN, the WCCN as a whole (including reputational harm) or the WCCN's agents, suppliers or other partners.

**7. Disposal and destruction of documents**

All confidential documents and intellectual property of the WCCN must be shredded and destroyed on site.

No official documents of the WCCN may be sold off as recycle paper.

All student records must be archived, when archiving is moved into a digital archive system, all confidential documents must be disposed of in the manner prescribed by the Department of Health and Wellness.