

Network Drives Usage Procedure



Title: Network Drives Usage Procedure

Subject Procedure for appropriate use of shared network and 'home' drives within NSWPF.

Available to: All NSWPF employees



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Purpose and Context

New South Wales Police Force (NSWPF) employees are provided with access to shared network drives and a 'home' drive. These drives are provided for secure storage of NSWPF information.

The purpose of this document is to provide employees with their responsibilities for use of corporately provided network drives.



Scope

This procedure applies to all NSWPF employees utilising NSWPF network drives and 'home/My Documents' drives.

Entities affected by this procedure:

- Corporate electronic data storehouses or repositories in NSWPF
- NSWPF employees utilising shared network drives or home drives 'My Documents' folders

Note: Data that should not reside on shared network drives or home drives includes, but is not limited to:

- Non-work related graphics files, documentation, photos, movies etc.
- Unnecessary duplicate copies of documents
- Draft versions of documents not required for audit purposes



Procedure statement

New South Wales Police Force (NSWPF) employees are provided with access to shared network drives and a 'home' drive. These drives are provided for secure storage of NSWPF electronic information.

Our commitment is to ensure that NSW Police Force:

- Employees are aware of approved storage methods and appropriate methods for storage of NSWPF electronic documents
- Maintain effective management of electronic documentation within NSWPF
- Increase the efficiency of current electronic information storage facilities within NSWPF
- Provide NSWPF employees with access to appropriate business related information
- Provide reliable convenient storage facility for corporate data that should not be shared

The following principles underpin this procedure:

- Shared network drives are used for storing work-related data in a central location. This enables documents to be accessed by other team members who have the appropriate access privileges
- The 'home' drive ('My Documents' folder) is provided to all employees to store confidential work-related documents that require restricted access
- Regular audits and reporting are to occur to ensure all NSWPF employees are adhering to the stated requirements contained within this procedure

Shared network drives must be managed as follows:

- The use of shared drives is to be regularly reviewed and all outdated information is to be moved to archive folders
- Access to drives is to be provided to appropriate personnel only
- Duplicate copies of data should be kept to a minimum
- Draft copies of documents should be removed once finalised, unless they are required as part of an audit process or to comply with recording keeping requirements



Home drives must be managed as follows:

- Home drives are not to be used to store non work related information
- Upon cessation of employment, affected home drives will be archived. Requests for archive retrieval can be made via the self-service system. Requests must include Commander approval
- Duplicate copies of documents are to be kept to a minimum
- Draft copies of documents should be deleted when appropriate or when not required in an audit process

Predefined storage quotas are enforced on home drives to ensure ongoing availability of storage for all employees.



Responsibilities

NSW Police Force Employees

- Comply with the provisions of this procedure

Additional Information

The following related documents should be read in conjunction with this procedure:

- NSW Police Force Information Security Manual
- NSW Police Force Code of Conduct and Ethics
- NSW Police Force Use of Resources Policy

The following legislation should be considered in conjunction with this procedure:

- Privacy and Personal Information Protection Act (PPIP act) 1998
- Health Records and Information Privacy Act (HRIP act) 2002
- Copyright Act 1968 and amendment(s)
- Workplace Surveillance Act 2005

Definitions

Archived	Electronic documents which are no longer regularly viewed or accessed on the day to day network storage facility are subsequently transferred to other storage designated for this purpose.
Home drive, or My Documents Folder	Drive used for storage of work related information not requiring access by other employees, eg. confidential documents.
Shared network drive	Drive used by staff within designated Commands for storage of work related documents.

