Module 4: Find, Use & Share
**Introduction**

Curtin’s information is a valuable corporate asset and staff should be able to easily access the information they need for their day to day work. Sometimes, access is restricted to particular staff positions or organisational areas for confidentiality or security reasons.

On successful completion of this module you will be able to explain how Curtin University information is accessed and used.
How will I know where to find the information I want?

At Curtin information is located in a variety of places and formats, as described below:

- Electronic documents on shared drives or local drives.
- Email in mailboxes.
- Web content on Curtin’s website.
- Data in corporate systems such as the Student, Finance and HR Systems. (Access requires approval from your area manager.)
- Information in physical format, such as paper folders, printed photos, microfilm and legacy audio visual media located in the area that created it, or if it is not used regularly it may have been transferred to Records & Information Management for storage.
Finding electronic documents

If you have given your documents meaningful names and placed them in the appropriate folder on your shared drive, other staff should be able to easily find and access them.

There are two ways of finding information stored on Curtin’s shared drives:

- **Browsing**: Documents can be found and accessed by browsing folders on the shared drive. This requires an understanding of the folder structure and is particularly useful for finding all information relating to a specific topic within the same folder.
- **Searching**: Use your computer’s search function to find folders and documents on your shared drive by searching on keywords within titles or documents.
What about access to sensitive information?

Access to sensitive information is restricted to those who need it. Security classifications apply equally to paper and electronic information.

The security classification should be clearly evident from the paper folder.

![Paper - Confidential folder example](image)

The security classification should be clearly indicated in the title of electronic folders.

![Electronic - Confidential folder example](image)

See Module 3: Store and Protect for further information.
How can I share electronic information?

Electronic documents can be shared within your area by sending an email with a hyperlink to the specific document in the shared drive.

![Example of email with hyperlink](image)

If the person is from outside your immediate area you can insert the file into the email as an attachment.
How can I share paper information?

The security classifications and location of paper folders will determine how these are shared. Sharing paper folders is governed by the security classification of the information and by their location.

<table>
<thead>
<tr>
<th>Security classification</th>
<th>Responsible Area</th>
<th>Information Transmission</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNAL ONLY</td>
<td>Within your area - follow local area guidelines.</td>
<td>Information can be sent through the internal mail or delivered by hand.</td>
</tr>
<tr>
<td></td>
<td>Outside your area - permission is required from the responsible area.</td>
<td>Information can be sent through the internal mail or delivered by hand.</td>
</tr>
<tr>
<td>__________-IN-CONFIDENCE and PROTECTED</td>
<td>Within your area – you need to be authorised.</td>
<td>Information within your office should be hand delivered to the authorised staff member.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information to be shared outside your office should be placed in a sealed envelope marked “Confidential” or “Open by Addressee Only” and hand delivered to the authorised staff member.</td>
</tr>
<tr>
<td></td>
<td>Outside your area – authorisation from the responsible area is required.</td>
<td>The internal mail should <strong>not</strong> be used for transmission of __________-IN-CONFIDENCE and PROTECTED information.</td>
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For further information on sharing paper folders please contact Records & Information Management.
How do I find information that is no longer in my area?

You can access information from your area that has been transferred to Records & Information Management for storage. Records & Information Management will retrieve folders from storage on request and will notify you when they are available. Once they are no longer needed you must return them to Records & Information Management for appropriate storage.

If the information you need is not from your immediate area, and is held by Records & Information Management, a request to access the information must be made to the area responsible before access can be granted.

Please see the advice sheet "Retrieving Files from Records & Information Management" for further information.
How can the public access Curtin’s information?

Information that is considered to be in the public domain, such as most committee minutes, official publications and press releases, may be freely accessed by the public.

Minutes of some committees, such as the Finance Committee, are subject to access restrictions and can only be released with permission from the Executive Officer of the creating committee.

Public access to other restricted University records will only be granted in accordance with the [Freedom of Information Act 1992](#), [Disclosure of Personal Information Policy and Procedures](#) or the [Confidentiality of University Counselling Service Records Policy](#).

Please note, however, that any information requested under the Freedom of Information Act, will need to be provided unless the information is deemed exempt under the Act.

Records & Information Management can provide you with more tools and advice for finding and sharing information. To find out about our face to face training sessions, browse through the [RIM Training website](#).