



## **Information Management Fact Sheet**

### **COMMITMENT**

Prosthetic Art Technology's commitment is to ensure that full and accurate records of all activities and decisions are created, managed and retained or disposed of appropriately, and in accordance with good management practice. This will enable Prosthetic Art Technology staff to achieve information accessibility, business enhancement and improvement. It will also meet its obligations for accountability while ensuring that it protects the rights and interests of the organisation, Prosthetic Art Technology staff and Prosthetic Art Technology clients.

### **RECORDS AS A RESOURCE**

Prosthetic Art Technology recognises that records are a vital asset to:

- facilitate information accessibility and enhance Prosthetic Art Technology business by supporting management and administration;
- provide evidence of activities, actions, consultations and decisions and precedents to funding bodies;
- provide evidence of actions and decisions and precedents for future decision-making;
- deliver relevant information in an efficient, fair and equitable manner; and
- protect the rights and interests of Prosthetic Art Technology, Prosthetic Art Technology staff and its clients.

### **FURTHER INFORMATION**

For further information:

- phone: 0416 280 861; or
- mail: 2/2 High Street ALSTONVILLE NSW 2477; or
- email: [admin@prostheticarttech.com](mailto:admin@prostheticarttech.com)