



Information Management Fact Sheet

COMMITMENT

Northern Prosthetics' 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 the Board of Directors and Northern Prosthetics 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, the Board of Directors, Northern Prosthetics staff and Northern Prosthetics clients.

RECORDS AS A RESOURCE

Northern Prosthetics recognises that records are a vital asset to:

- facilitate information accessibility and enhance Northern Prosthetics' 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 Northern Prosthetics, the Board of Directors, Northern Prosthetics staff and its clients.

FURTHER INFORMATION

For further information:

- phone: 02 6687 0777; or
- mail: 203A Southern Cross Drive, BALLINA NSW 2478; or
- email: info@northerprosthetics.com.au

Approved by the Administration Manager of Northern Prosthetics Pty Ltd on 29 June 2019

Northern Prosthetics Pty Ltd 203A Southern Cross Drive BALLINA NSW 2478
P: 02 6687 0777 E: info@northernprosthetics.com.au
W: www.northernprosthetics.com.au