



# Information Quality Policy Quick Reference Guide



The purpose of the *Information Quality Policy* is to provide the minimum requirements to ensure a high standard of information quality for information assets and associated outputs.

## INFORMATION QUALITY STANDARDS

**STANDARD 1 – RELEVANCE:** the degree by which the information meets the needs of the user. The amount of information collected should be proportionate to the value gained from it.

**STANDARD 2 – ACCURACY AND RELIABILITY:** the degree to which the information correctly describes the condition it was designed to measure.

**STANDARD 3 – TIMELINESS:** the length of time between the availability of the information and the event or phenomenon it describes. Therefore, the timeliness standard of information quality reflects the extent to which information is sufficiently up to date for a task.

**STANDARD 4 – COHERENCE AND COMPARABILITY:** refers to the consistency of an information asset over time, as well as how well it compares with other sources of information, within a broad analytic framework.

**STANDARD 5 – ACCESSIBILITY AND CLARITY:** The ease with which the information can be understood by the user and the availability of resources to help provide insight into the information.

## INFORMATION QUALITY SUMMARY

### WHY?



Improve the quality of information assets and proposed in the policy position paper for the Privacy and Responsible Information Sharing Legislation.

### WHO?



Completed by the custodian or nominated staff of the information asset/s.

### WHAT?



The mandated Information Quality Summary Form is a related document under the Policy.

### WHEN?



**Existing information assets:** within 3 months of policy commencement

**New information assets:** within 3 months of the establishment of the information asset

## INFORMATION QUALITY IMPROVEMENT PLAN

Where noteworthy limitations in information quality exist, an Improvement Plan needs to be completed no later than 3 months after completing the Information Quality Summary



Designed to enable the consistent reporting of information quality issues and improvement efforts across the WA health system

Living document, must be evaluated and updated until information quality issues are resolved

Related document under the Policy