WESTERN SYDNEY
UNIVERSITY

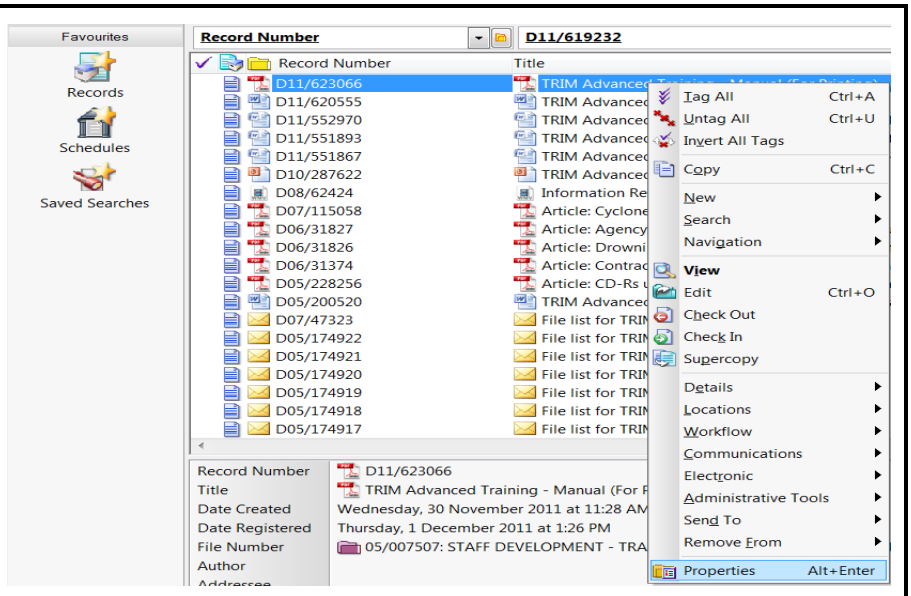
TRIM:
Applying Access Controls to Documents

University Documents (excluding document types listed at the end of this guideline) automatically take the access restrictions of the file to which they are saved. However, there may be some documents that need different access from their file.

You are able to apply Access Control to a Document at various stages as follows:

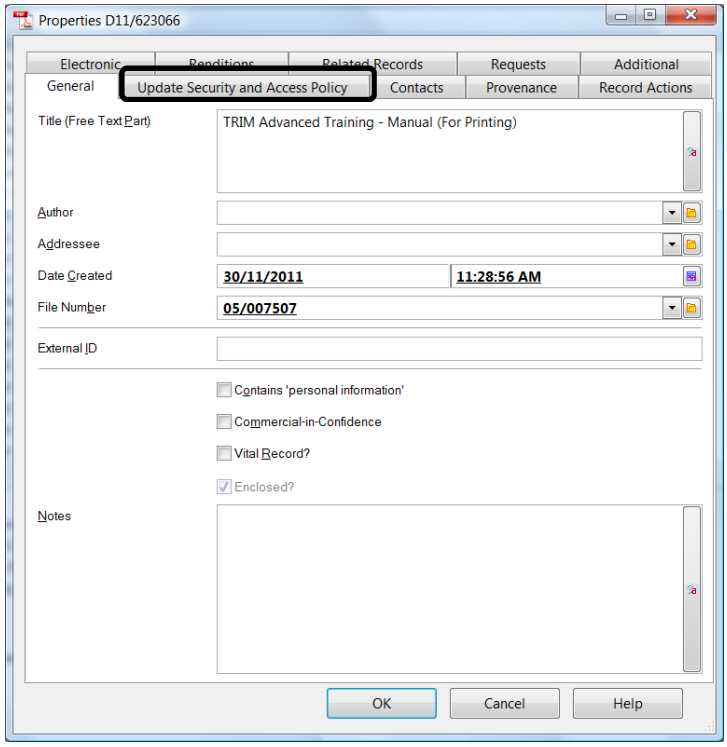
- While completing the Document registration on the Record Entry Form through the Access Tab,
- After the Document has been registered by either:
  - highlighting a Record (Document) from a search results screen and clicking on the right mouse button and selecting Properties and then selecting the Access Tab; or
  - highlighting a Record (Document) from a search results screen and clicking on the right mouse button and selecting Audit/Security – Security/Access.

The following example shows how to restrict access to your own business unit and RAMS staff.

Search for the document Highlight the document in the search results Right-click & select: **Properties**	

Select the tab:

Update Security and Access Policy

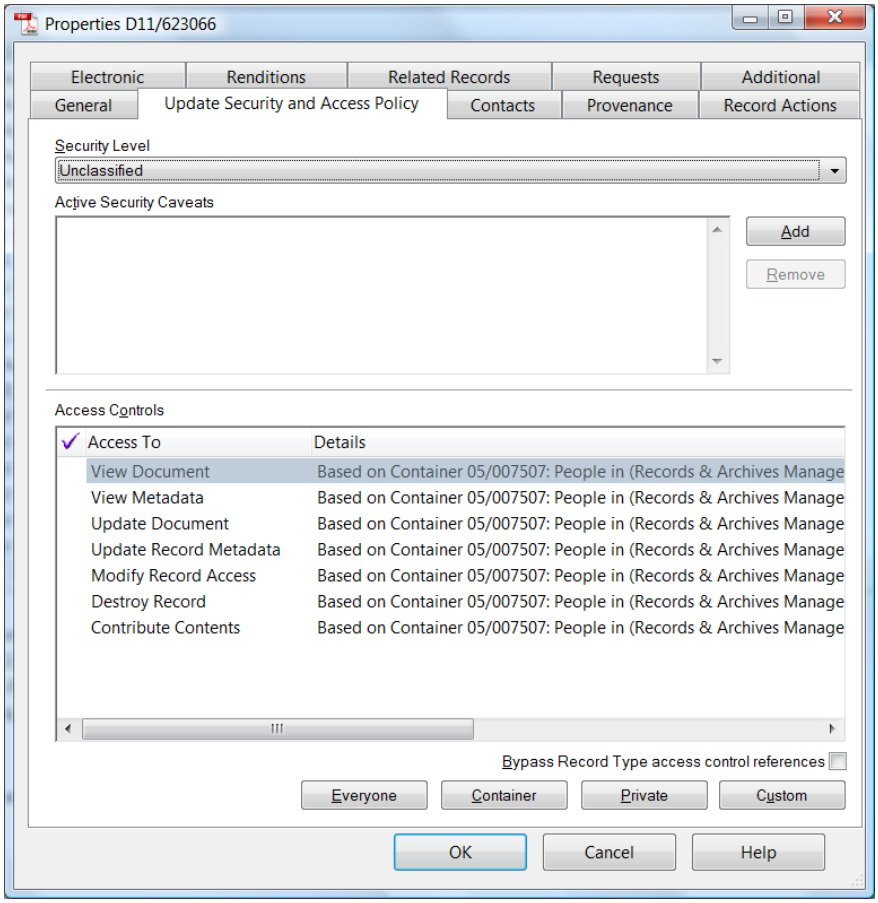


Leave the *Security Level* set to:

Unclassified

Leave the *Active Caveats* field blank

[Advice on the use of *Caveats* can be sought from RAMS]



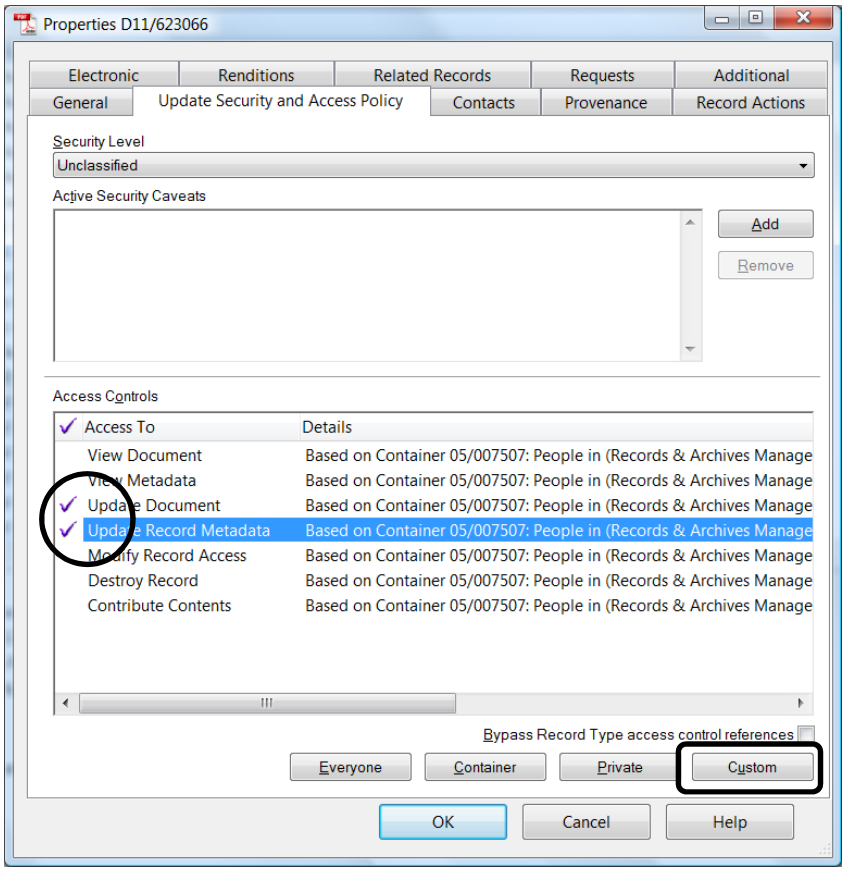
Select the Access Controls tasks that you wish to modify by tagging them.

You can do this by clicking your left mouse button in the area to the left of each item.

In this example we have chosen:

- **Update Document** &
- **Update Record Metadata**

Click:
Custom



Access Control Options Available

You may modify Access Control for the following tasks:

- View Document – allows a person to see the attached electronic document
- View Metadata – allows a person to see the record's registered information *(that is, information about the record)*
- Update Document – allows the Check In and Check Out of attached electronic documents for modification
- Update Record Metadata – allows record information to be modified
- Modify Record Access – allows modification of Security and Access Controls for the selected record
- Destroy Record – the Destroy Record option is only available to RAMS staff.
- Contribute Contents – allows staff to contribute contents even if they cannot see the file (relevant for files only, not relevant for documents).

Once you have selected the tasks you wish to restrict, you have the following options for Access Controls:

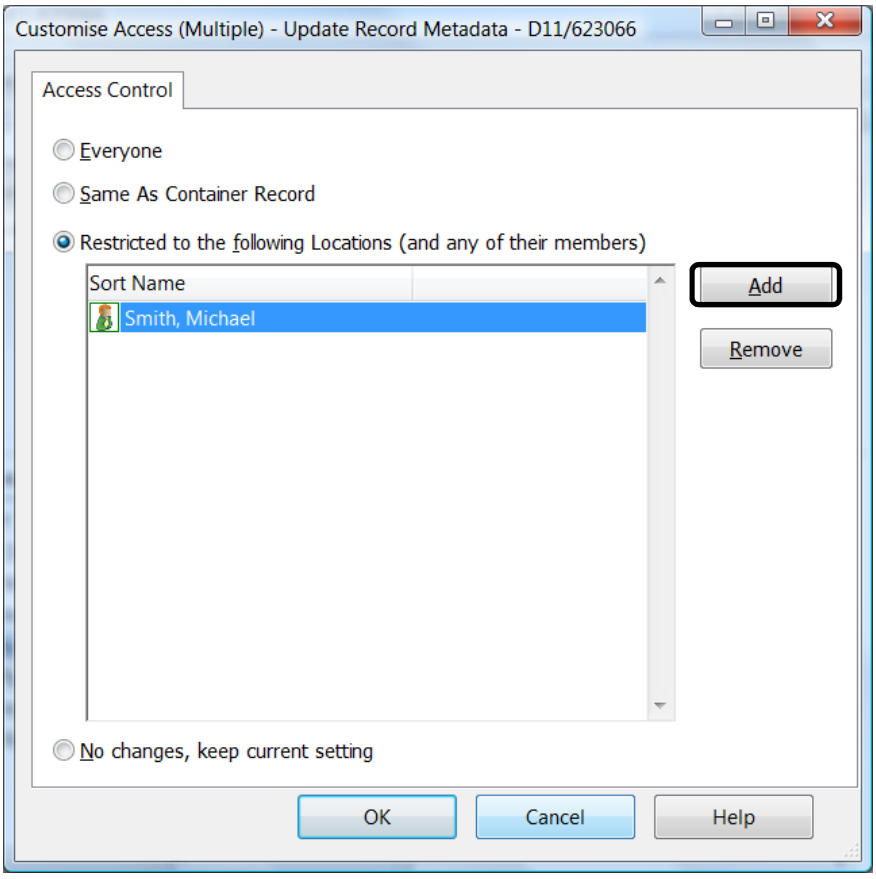
- Everyone – DO NOT USE THIS SETTING. This will provide access to all staff at UWS.
- Container – The document will inherit the Access Control properties of the file it is enclosed in. This is particularly useful for workgroups who only have access to a project folder.
- Private – DO NOT USE THIS SETTING. This will provide access only to the currently logged on user. When you click Private, your user name will be placed in the Details field.
- Custom – Specify persons (staff), positions, groups or organisations that will have access to the task. DO NOT set access to individual names of people. This makes it very difficult to modify access once a person leaves UWS. You should always choose either a position or group (eg business unit).

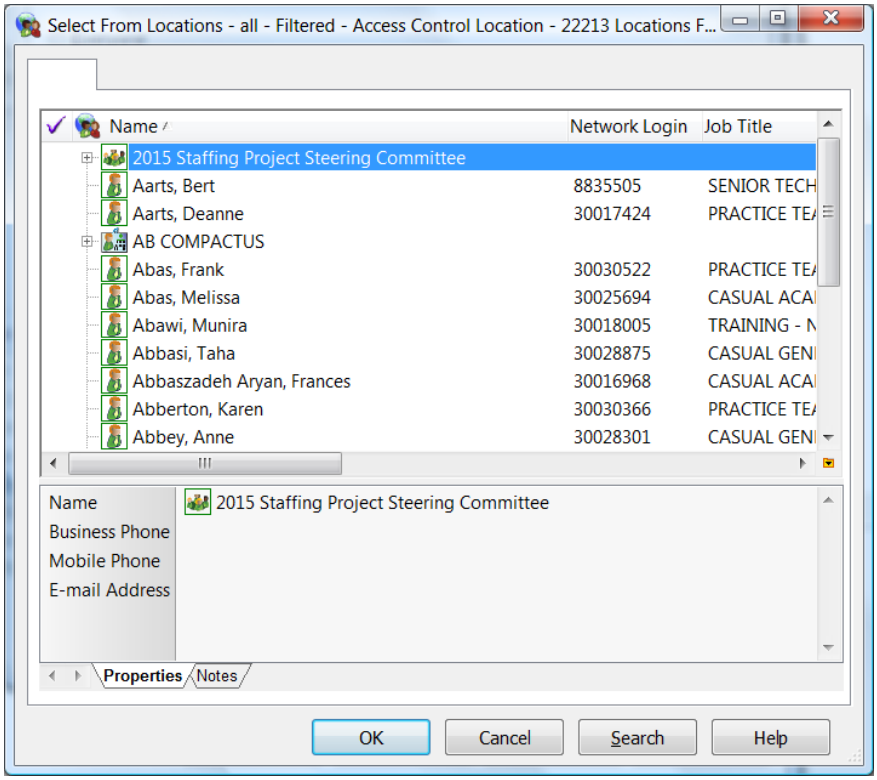
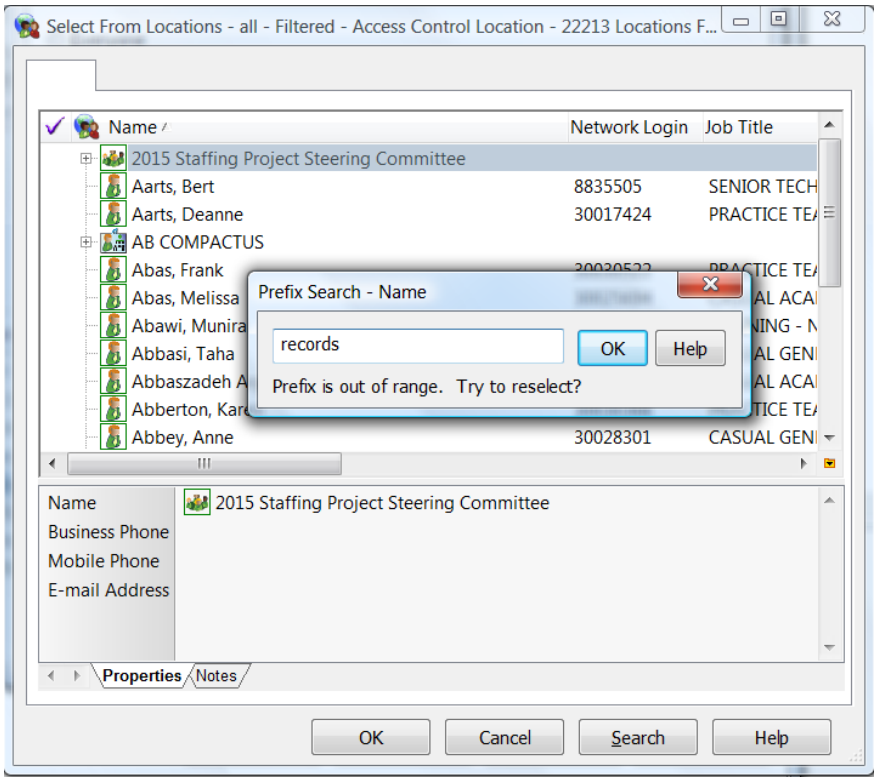
Note: If a position or group has not been created in TRIM please contact RAMS and requests a position/group to be created. Ensure to include details of staff that should be associated with each position/group.

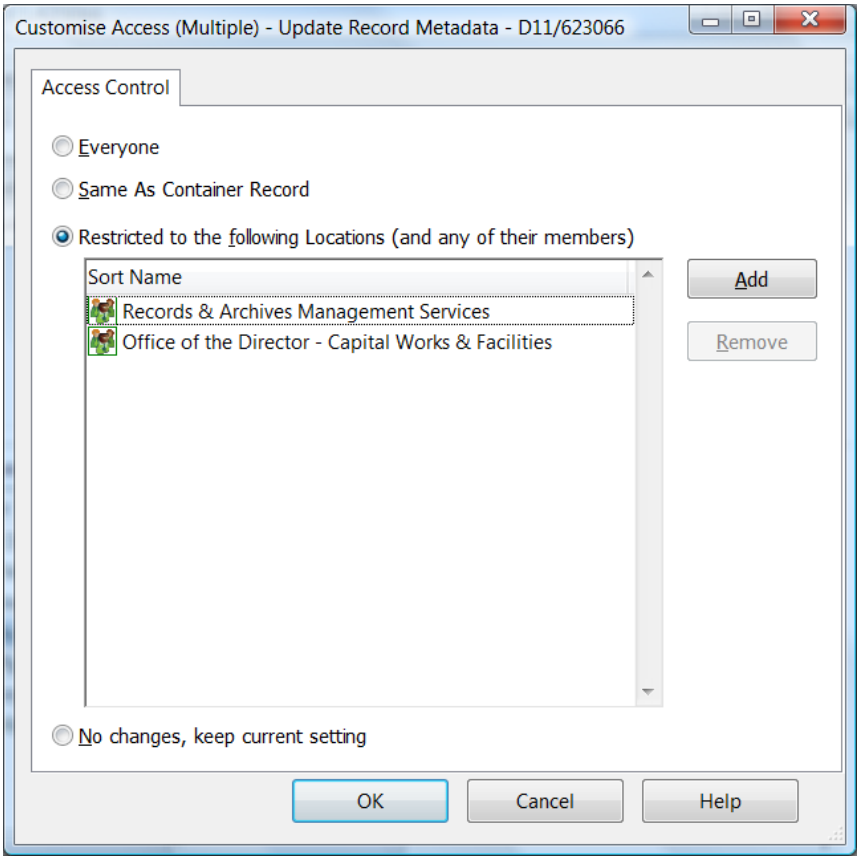
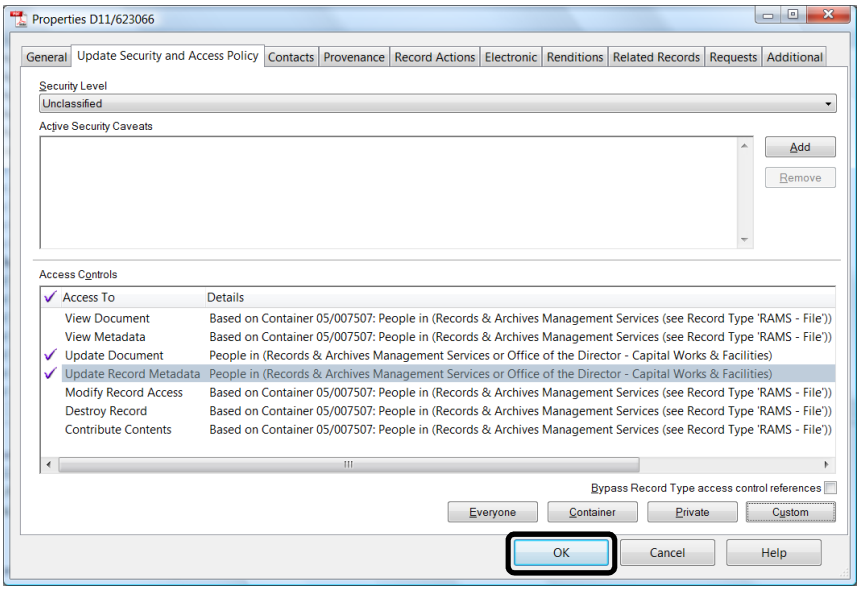
Select:
Restricted to the following locations

Select your name and click:
Remove

Click:
Add



You will be presented with a list of all staff, positions and groups from the University. **DO NOT** scroll through these. There are tens of thousands.	
Start typing the name of the *Position* or *Group* you wish to add for the access. A small window will pop up. You only need type the first three characters but the more you type the smaller the group of results will be.	

Add: - **your organisational unit, &** - **Records & Archives Management Services** Click: **OK** **Note**: Add as many *Positions* or *Groups* as required by clicking on the **Add** button.	
Click: **OK**	

Due to the sensitve nature of some information being held for legitimate business purposes, the following Document Types have access restrictions built in to ensure information is available to support business, whilst maintaining confidentiality.	
Document Types that have specialised access restrictions and **DO NOT** inherit access from files	BRRG - Notes Counselling Service - Document Counselling Service - Notes Disability Service - Document Disability Service - Notes Mental Health Assessment MHWb - Notes Research Service - Research Report Student Document - Academic Misconduct Student Document - AHEGS Student Document - Intl Admissions Student Document - Residency Student Document - Restricted