

RECORDKEEPING ✓ PRIVACY ✓ INFORMATION SECURITY



Overlapping legislation and standards make it difficult to keep up with all the regulatory requirements. RCAT brings together your regulatory requirements from multiple domains into one comprehensive toolkit.

RCAT allows your internal teams to talk the same language, navigate complexity and prioritise initiatives to mitigate information management risks

[VOTAR.COM.AU/RCAT](http://VOTAR.COM.AU/RCAT)

# Improving Organisational Resilience

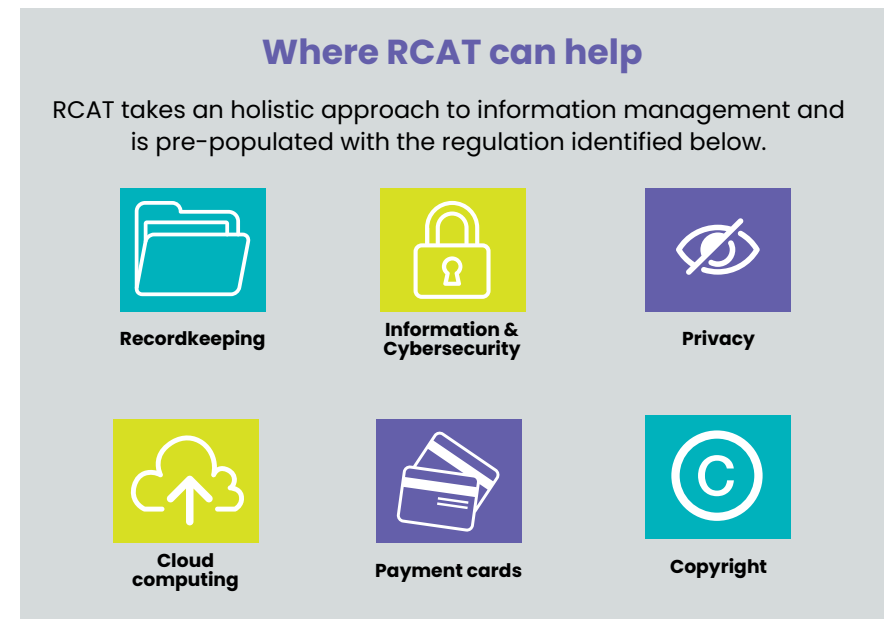
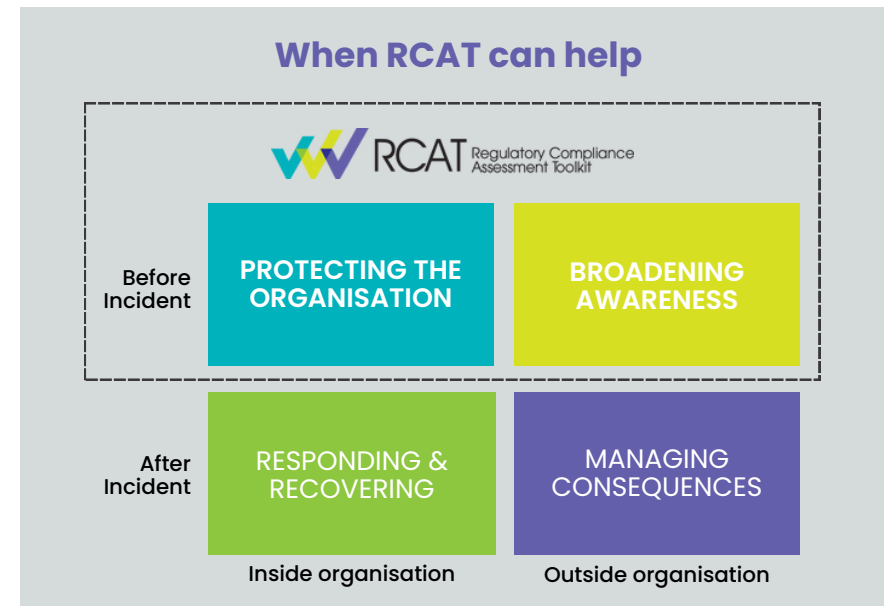
Information Management Risks and Compliance should be on your mind.

The effective management of information is a foundation of any business. Without good information management and controls, organisations cannot operate effectively and cannot meet their regulatory obligations.

RCAT is the Regulatory Compliance Assessment Toolkit that allows your organisation to assure itself of regulatory compliance of its business systems and information management programs.

The specific regulatory authorities and instruments are complex and ever-changing. It depends on your organisation's jurisdiction and service portfolio, but in general this includes the regulatory domains of recordkeeping, privacy and information security.

RCAT helps identify high risks, compliance gaps and improve your organisation's reputation and resilience by prioritising improvement actions.



# Identify, Assess & Mitigate Information Risks

Overlapping legislation and standards make it difficult to keep up with all your regulatory requirements.

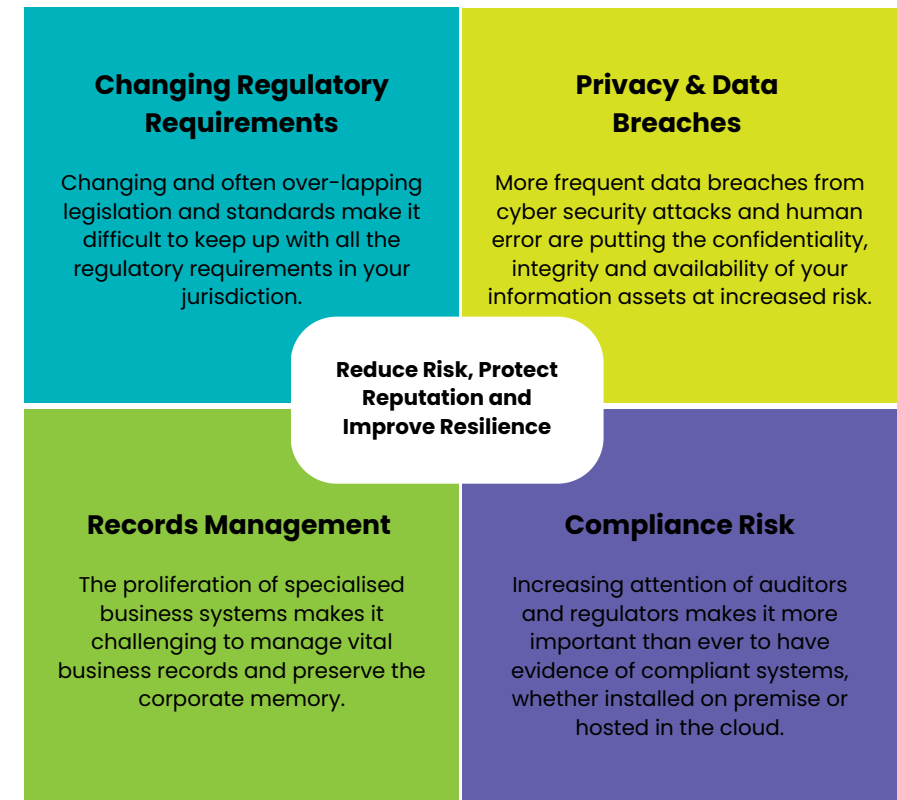
Addressing legislative compliance is a challenge for most organisations as they don't know if responsibility lies with risk/governance, records, freedom of information, privacy, ICT, or cyber personnel.

RCAT aligns the different responsibilities and introduces a common language to improve the management of the organisation's information.

RCAT benefits include:

- ✓ **Dynamic**, with RCAT modules updated as your regulatory requirements change.
- ✓ **Multi-disciplinary**, bringing together your regulatory requirements from multiple domains into one comprehensive toolkit.
- ✓ **Risk-based**, taking into consideration the value of the information held within systems to determine the appropriate requirements and actions to prioritise and address gaps.
- ✓ **Comparative**, by using a structured and repeatable approach to the assessments to compare compliance levels across your systems and prioritise areas for improvement.
- ✓ **Scaled** assessments based on the system's risk level and by asking a series of questions to determine the types of information held in the system.
- ✓ **Secure**, hosted on the PROTECTED Azure platform that has been certified by the Australian Government for classified information.

RCAT allows you to address your business system and programme compliance risks in a preventative and proactive fashion; to identify gaps and prevent compliance breaches before they happen. This will contribute to the enhanced resilience and reputation of your organisation.



# Assessment of Your Systems

The legal jurisdiction and sector your organisation operate in will determine the regulatory authorities and instruments that establish your compliance requirements.

Many of these requirements will apply across your whole organisation and should be assessed at the programme level (e.g., recordkeeping, privacy, or information security).

RCAT is prepopulated with applicable regulatory requirements from the following regulatory authorities to assess your compliance and maturity:

## **Information & Cyber Security**

- ✓ Australian Charities and Not-for-profits Commission
- ✓ Australian Cyber Security Centre
- ✓ Cyber Security NSW
- ✓ National Institute of Standards & Technology (NIST), US
- ✓ Department of Commerce
- ✓ Office of the Victorian Information Commissioner
- ✓ PCI Security Standards Council
- ✓ WA Government Office of the CIO

## **Recordkeeping**

- ✓ Aged Care Quality & Safety Commission
- ✓ Australian Charities and Not-for-profits Commission
- ✓ Australian Commission on Safety and Quality in Health Care
- ✓ International Organisation for Standardisation (ISO)
- ✓ NDIS Commission
- ✓ Public Record Office Victoria
- ✓ State Archives & Records Authority of NSW
- ✓ State Records Commission of WA

## **Copyright**

- ✓ Attorney-General's Department (Cth)

## **Privacy**

- ✓ Health Complaints Commissioner (Vic)
- ✓ Information and Privacy Commission NSW
- ✓ NDIS Commission
- ✓ Office of the Australian Information Commissioner
- ✓ Office of the Victorian Information Commissioner

# Assessment of Your Systems

While programme-level assessments provide a great overview of an organisation's maturity and key areas for improvement, they don't identify risks that are lurking deep within their many business systems.

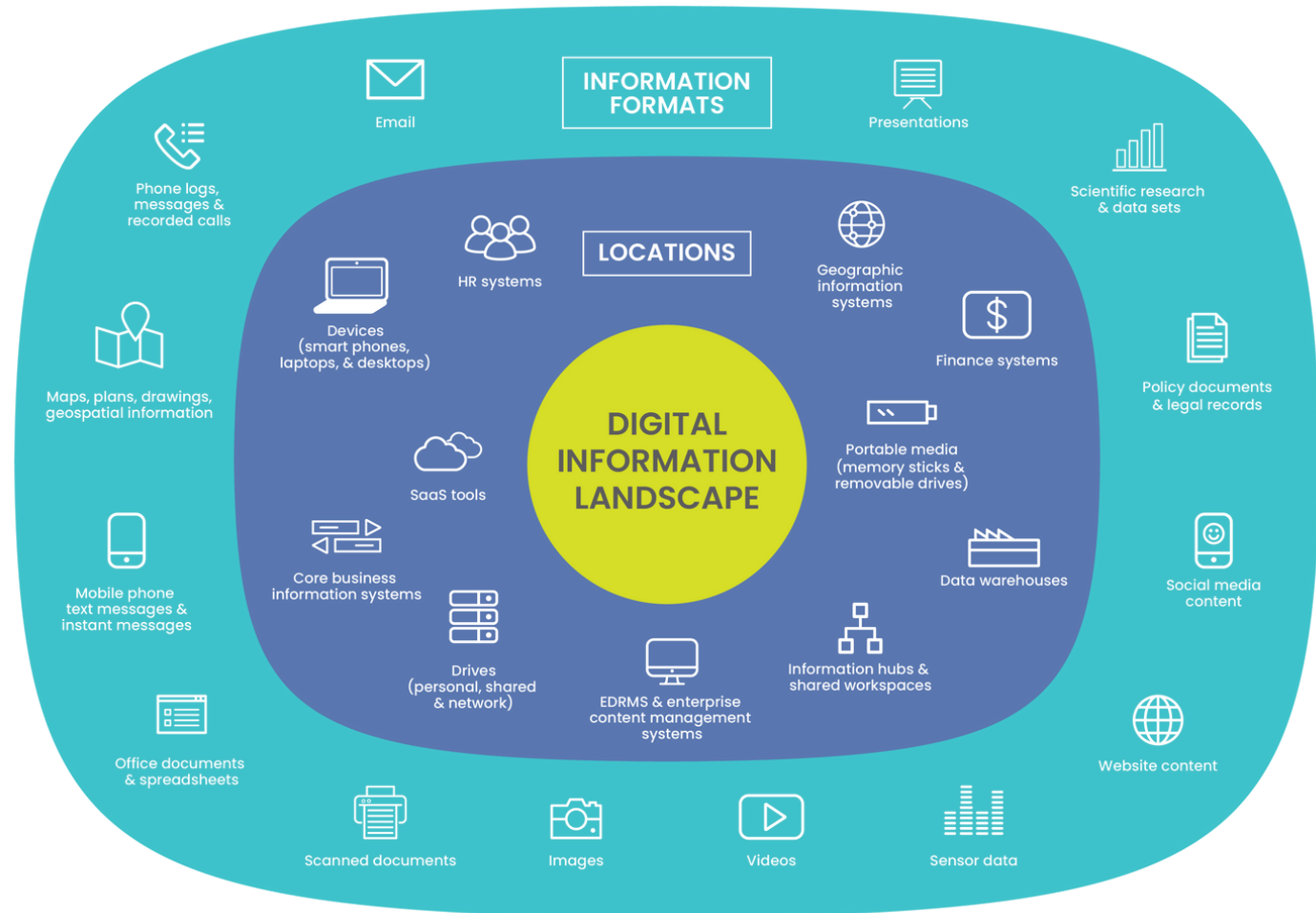
As organisations progressively transition to the digital model of service delivery, the role of business systems and how they manage Information is more relevant and critical than ever before. Most digital information created or received by your organisation is a record that must be protected and managed appropriately.

RCAT helps organisations quickly identify which business systems may pose the greatest risk by rating the confidentiality, integrity, availability and retention requirements of each system.

Assessments are tailored to the risk profile and content types held within each system. They help you to identify critical controls that are missing to protect your organisation's most valuable information assets.

RCAT supports organisations in the initial procurement assessment focusing on how business systems manage information.

RCAT can prioritise systems for assessment. It is also used by digital archivists to assess system compliance, to assist with digital archiving functions of appraising and sentencing records.



# RCAT Assessment Process

RCAT has been built to make compliance assessments simple and quicker than manual processes.

The system has been developed to save time by triaging relevant questions with simple yes or no answers. It also allows your system administrators to assign modules to relevant staff for completion - risk/governance, records, freedom of information, privacy, ICT, or cyber personnel.



## RCAT helps you to:



Protect your organisation's reputation and resilience



Ensure vital business records are managed appropriately



Mitigate the risk of privacy and data breaches



Gather reportable evidence for your role



Benchmark yourself against your sector



Identify and reduce your compliance risks



Keep on top of your changing regulatory requirements

### Key Benefits for System Owners

- ✓ Achieving compliance is quicker, easier & less intensive
- ✓ Don't need to be a legal or subject matter expert in relevant field
- ✓ Risk based approach allows prioritisation of effort and resources
- ✓ Assurance that relevant compliance obligations are being covered

### Key Benefits for Staff

- ✓ Easy to understand
- ✓ Ease of assessment
- ✓ Actionable insights to improve system controls
- ✓ Allocation of modules

# Support right the way through your journey



## **Comprehensive user guides**

RCAT provides comprehensive user guides that cover every step of the user process, available 24/7 to offer direction when needed most.



## **Education and training**

The RCAT subscription offers education and training for key users, not just to use RCAT functions, but to equip organisations and users with the necessary tools to achieve compliance and business objectives.



## **Continuous system updates**

Votar continuously updates RCAT to keep up with regulatory changes, relieving organisations of the responsibility of doing so.



## **Helpdesk support**

RCAT provides a helpdesk support system where users can log queries and receive efficient answers, ensuring compliance across all systems with ease.



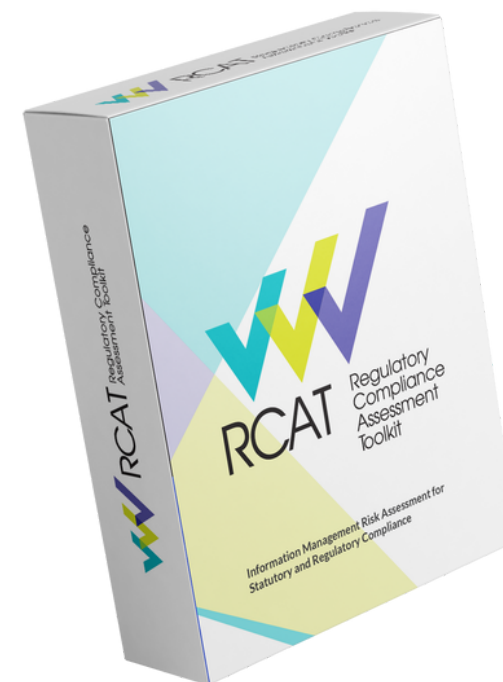
## **Consultant support**

Votar Partners' senior multi-disciplinary consultants offer in-person and online support days to ensure organisations make the most of RCAT and that it grows with and supports their compliance assessment needs.

## **Ready to chat?**

Contact us to discuss your specific regulatory requirements and experience RCAT with a demonstration with the Votar Partners consulting team.

RCAT is used by State, Local Government, Water, Health, Education and Not for profit organisations to assess their compliance and maturity of programs and business systems.



# Turn to Votar

Independent advice you can trust from  
a client focused, multidisciplinary team.



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