INFORMATION GOVERNANCE AND SECURITY GROUP
Terms of Reference

1 Constitution and purpose

1.1 The purpose of the University Information Governance and Security Group is to

1.2 promote the effective management of University information in all formats throughout its lifecycle, to meet operational, legal and evidential requirements

1.3 support the University in identifying and managing its information needs, risks and responsibilities

1.4 review policies and procedures that comprise the Information Security Management System (ISMS) recommending action where appropriate to strengthen information security controls

1.5 The University Information Security Group reports on risks to the Risk and Project Management Strategy Group and on other aspects of information governance and security management to the Secretary’s Board and will also send its minutes to the Strategic Information Systems Group.

2 Remit

2.1 The University Information Governance and Security Group will have oversight of strategy, policies and procedures to promote the effective management of information throughout its lifecycle from planning and development, access and use to controlled disposition, so that it meets the University’s needs and provides authentic and reliable records of actions and decisions.

2.2 The Group is responsible for reviewing all relevant policies and procedures that comprise the Information Security Management System (ISMS), monitoring compliance with the ISMS, reviewing incidents and recommending actions where necessary to strengthen information security controls.

2.3 The Group will receive regular reports on information security risks from the Head of Heritage and Information Governance who is responsible for recommending
| information governance and security strategy and ISMS to the Director of Governance and Legal Services. |

2.4 The University Information Governance and Security Group will review and endorse information security strategy and policy for approval by the Secretary's Board.

2.5 The remit of the Information Governance and Security Group applies to all locations from which University information is created and accessed including home use. As the University operates internationally, through its campuses in Dubai and in Malaysia and through arrangements with partners in other jurisdictions, the remit of the Group shall include such overseas campuses and international activities and shall pay due regard to non-UK legislation that might be applicable.
3 Membership

3.1 The Membership of the Group shall include:

- Director of Governance and Legal Services (Chair)
- Head of Heritage and Information Governance
- Director of Information Services or nominee
- Head of Risk and Audit Management
- Security and Operations Manager
- Senior Computing Officer, representing computing officers in Schools and Institutes with devolved IT services
- Academic Registrar or nominee
- Director of Human Resources or nominee
- Director of Student Recruitment
- Director of Marketing and Communications or nominee/s
- Director of Administration representing the Directors of Administration in Schools and Institutes *
- Director of Research representing the Directors of Research in Schools and Institutes *
- Director of Learning and Teaching representing the Directors of Learning and Teaching in Schools and Institutes *

3.2 The Group may co-opt members who they consider have particular skills and experience which would assist the work of the Group

3.3 The current membership of the Group is as follows:

- Chair: Sue Collier, Director of Governance and Legal Services
- Ann Jones: Head of Heritage and Information Governance
- Mike Roch, Director of Information Services
- Mark Cockshoot, Head of Infrastructure Services, Information Services
- Lorraine Loy, Head of Risk and Audit Management
- Mike Bates, Director of Student Recruitment
- Bill Taylor, Security and Operations Manager
- Reza Mohammadi, Computing Systems Manager, School of Engineering and Physical Sciences
- Ian Chisholm, Director of Information Technology, Institute of Petroleum Engineering
- Paul Travill, Academic Registrar
- Elizabeth Canon, PR Officer, Internal Communications
- Helen Hymers, Head of Human Resources Services/Ed Bibby, HR Systems Manager

*Currently unfilled

4 Group-Chair

4.1 The Chair of the Group shall be the Director of Governance and Legal Services

4.2 In the absence of the Chair of the Group the Director of Governance and Legal Services will nominate an alternate Chair.
5  Frequency

5.1 The Group usually meets four times a year, linked to the formal meetings of the Risk and Project Management Strategy Group.

5.2 Additional meetings may be held in order to meet business requirements at the request of the Chair of the Group.

6  Attendance at meetings

6.1 In addition to the members, and associated with agenda business, other members of staff and external participants may be invited to attend on an ad-hoc basis for particular agenda items.

6.2 The Group will maintain a record of attendance at each of its meetings and will include this information in its annual report to the Risk Management Strategy Group.

7  Reserved business

7.1 There may be occasions when the Group's business is designated reserved (confidential). On occasion, with the approval of the Chair, any member of the Group may be asked to withdraw from the meeting during consideration of a reserved item of business.

7.2 The record of matters which the Chair and the Group are satisfied should be dealt with on a reserved basis will be recorded separately.

8  Reporting procedures

8.1 The Chair and Clerk of the Information Governance and Security Group will make an annual report to the Risk and Project Management Strategy Group on compliance with the ISMS, recommending any actions needed to address risks and issues.

8.2 The Chair is responsible for escalating major risks arising from a breach of information security, or other major issues that affect strategic and operational risks, promptly to the Risk and Project Management Strategy Group and the Secretary of the University.

8.3 The Chair and Clerk will report as necessary to the Secretary’s Board and also to the Strategic Information Systems Group as part of a wider communications strategy to promote a culture of effective and responsible information governance and security management across the University.

8.4 The Chair will approve the content of reports before release including the
redaction of any information deemed necessary for reasons of confidentiality.

8.5 The Group's records (agenda, papers, minutes) are not included in the University’s Freedom of Information Publication Scheme. Requests for access to information in accordance with Section 1 of the Freedom of Information (Scotland) Act (FOI(S)A) will be considered and managed in accordance with the public right of access to information under the Act, where appropriate applying relevant exemptions under the Act to protect confidential information.

8.6 Minutes and reports of the Group will denote those areas of reported business which are deemed to fall within the designation of information which is exempt from disclosure under the FOI(S)A at the time of writing.

9  Forward Planning

9.1 The Group will review its Terms of Reference and submit recommendations on these to the Secretary's Board and Risk and Project Management Strategy Group annually for approval.

9.2 The Group will set its meeting dates one year in advance, aligned to the schedule of meetings of the Risk and Project Management Strategy Group and will maintain an annual workload plan for the Group

Supporting Information

Groups feeding into the Information Security Group

The Group will receive minutes of IT Officers' Groups

Effectiveness and lifespan

Lifespan ongoing.

Actions that may be taken by the Group

The Information Governance and Security Group may:
• Note
• Receive
• Consider
• Endorse
• Approve
• Recommend
• Reject

Most appropriate minuting style

Traditional / formal minutes in accordance with internal University guidance.

Resources

Information Governance and Security Group: Terms of Reference
Update: 6 March 2015; of TOR approved by the Group on 4 February 2014
<table>
<thead>
<tr>
<th>Clerk</th>
<th>Mariette Naud-Betteridge</th>
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<tbody>
<tr>
<td>Meetings</td>
<td>Four times per academic year</td>
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