

EDINBURGH NAPIER UNIVERSITY

University Information Governance Champions Group

REMIT

Collective Remit

1. Assist in ensuring the University's compliance with information governance legislation
2. Develop, review and update required procedures and guidelines, both for the area/team that members represent and the University generally
3. Identify and promote good information governance practice drawn from internal and external sources
4. Report to the University Information Governance Group (UIGG) where appropriate

Individual Member's Remit

Assist in ensuring the University's compliance with information governance legislation as a focal point of contact for Governance Services within their represented area.

5. Share information about data protection, records management and other information governance issues with the group and their team
6. Attend Group meetings (arranging alternates if unable to do so) and communicate the views of their represented area
7. Co-ordinate data protection audits when required
8. Assist with and co-ordinate the development of records demonstrating compliance with the General Data Protection Regulation (GDPR) and departmental records management procedures
9. Assist with the development and review of records retention schedules
10. Co-ordinate team information and records destruction events
11. Keep line manager updated for onward reporting up to SLG member