

UNIVERSITY INFORMATION GOVERNANCE GROUP

Purpose: To ensure that the University maintains compliance with its statutory obligations under the DP Legislation, FOISA, EIRs and PECRs and any other related information management legislation and develops related best practice guidance

Remit

1. Oversee the University's compliance with the Data Protection Legislation, the Privacy and Electronic Communications Regulations 2003 (PECRs), the Freedom of Information (Scotland) Act 2002 (FOISA), the Environmental Information Regulations 2004 (EIRs) and any other information related legislation
2. Develop, review and maintain comprehensive information governance policies and guidelines on data protection, freedom of information, records management, archiving and others as appropriate, with reference to the University's Information Strategy where required.
3. Review reports on Information Security, IS compliance, security incidents and challenges, including an oversight of IS Policies and their implementation, in order to provide a comprehensive oversight of information governance and security within the University.
4. Identify and promote good practice drawn from Edinburgh Napier, JISC Legal, other HEIs, the UK Information Commissioner and the Scottish Information Commissioner.
5. Review Information Governance policies, codes of practice and records demonstrating compliance according to the Policy Schedule.
6. Maintain effective liaison with other appropriate University Committees and Groups
7. Report to the Risk and Resilience Committee.

Membership

Convener: Information Governance Manager

Nominees from:

Governance Services (4)
Principal's Office (1)
Property and Facilities Services (2)
Information Services (IT) (3)
Library Services (1)
Finance Services (1)
Finance Services - Planning (1)
Human Resources (2)
External Relations & Communications (2)
Academic representative from a related discipline (1)
School Support Service (3)
Student Administration (1)
Research Innovation Office (1)
Academic representative (Research) (1)
International Operations and Student Recruitment (2)

Clerk: from Governance Services

Specific Policy Responsibilities

DP Legislation
PECRs
FOISA & Records Management
EIRs

Co-options

To be considered as required

Quorum

One third of members which must include either the convener or a designated nominee

Frequency of Meetings

Two per academic session:
October and May

Reporting Line

Digital Strategy and Investment Committee for routine reporting & policy approval as required; Risk and Resilience Committee for annual report

Current Sub-Committees

None

Current Working Groups

None

Minutes and annual reports

Minutes will be disclosed in full under FOISA legislation. An annual report on the work of the Group will be submitted to the Risk and Resilience Committee.
The master record of minutes and papers will be held in hard copy and electronically in Governance Services

June 2019