

EDINBURGH NAPIER UNIVERSITY

RISK, RESILIENCE AND AUDIT MONITORING COMMITTEE

UNIVERSITY INFORMATION GOVERNANCE GROUP

Minutes of the meeting held on Tuesday 14th October 2014

at 2.30pm in the Siegfried Room, Craiglockhart Campus

PRESENT: H Mizen (Governance Officer Data Protection & Legal)(Co-Convenor); D Watt (Governance Officer, Records Manager)(Co-Convenor); E Clark (Governance Assistant)(Clerk to UIGG)); B Merchant (Portfolio & Services Engagement Manager); L Smith (Operations Support Manager); A Ramsay (HR Advisor); L McElhone (Head of Student Administration); C Biggar (PA to Principal); J Dickson (Faculty Quality Advisor); J Baillie (Campus Support Assistant/Technician); S Duncan (Head of Campus Services);

APOLOGIES: R Bews (Appeals, Complaints & Conduct Officer); D Cloy (Assistant Secretary); N Kivlichan (Market Intelligence Officer); E Lambie (Administrator (Research Integrity & Development); L Mabberley (Assistant Director); A Deegan Wood (Planning Officer); J Hutchinson (Systems Improvements Manager); M Mackay (Administration Assistant/Clerk); Simona Simeone (Assistant Faculty Operations Manager); O Dellal (Assistant Faculty Manager Executive Support); D Spiers (Lecturer); G Sharkey (Faculty Director for International Developments); A McCleery (Leader of Research Strategy & Practice); J Archbold (Senior IT Developer); G Ferguson (Assistant Director Property & Facilities); C Sutherland (Systems Officer).

Opening Remarks

Members were welcomed and apologies were **noted**. The Governance Officer (Data Protection & Legal) (GO(DP&L)) (Co-convenor) extended a specific welcome to C Biggar and S Duncan who were attending their first meeting.

1 UIGG Remit and Constitution

UIGG(14/15)01

One amendment had been made to the Remit and Constitution to include the representative from the Principal's Office. Members **approved** the updated Remit and Constitution of UIGG.

2 UIGG Membership

UIGG(14/15)02

Membership for 2014/15 had been updated to reflect new job titles. Members were invited to notify co-convenors of any further amendments required. Members **approved** the

updated Membership.

3 Minutes of meeting held on 11 June 2014 UIGG(13/14)14

Members **approved** the minutes of the meeting on 11 June 2014 as an accurate record.

4 Matters Arising from the Minutes

- i) *Minute 2 i) Online Training Modules*
It was noted that all members of Finance staff had completed all 3 training modules and no issues with the modules had been reported. It was also noted that the links to the modules had been circulated to staff within the Business School and HR and updates on staff who had completed the modules would be provided at the next meeting of UIGG.

Members were thanked for their efforts in promoting the modules to staff in their areas and were invited to continue doing so.

- ii) *Minute 2 ii) Information Audit*
The Governance Office (Records Manager) (GO(RM)) advised that an Intranet page was under development and available for members to look at and provide feedback on any issues. The GO(RM) would be in contact with all UIGG members in due course to get the Audit process started and would be making a presentation on the Audit to the Senior Managers' Forum later in October.

- iii) *Minute 2 iv) Guidance for NOVI*
The Governance Office (Data Protection & Legal) (GO(DP&L)) advised members that a small group had been set up to develop guidance on the use of NOVI for approval by the University's Research Integrity Committee. Thanks were extended to the Head of Applications (IT) and his team for their valued assistance with the guidance and the development of the dedicated web page.

5 Information Governance Implications of Academic Restructuring ORAL

Members discussed the possible implications of the Academic Restructuring process. It was noted that no members of UIGG were currently on the advisory board for this.

It was agreed that the GO(RM) would contact all members in due course to establish whether anyone would like to be involved.

6 Information Governance Newsletter ORAL

The GO(RM) and GO(DP&L) discussed with members a proposal to produce a quarterly

newsletter, with a view to ensuring that information governance issues were widely and demonstrably promoted across the University. It was suggested that this newsletter, which would be a one page document with key headings/bullet points, could be made available on the staff intranet as well as potentially in other formats, e.g. an all staff email. The intention would be to highlight topical information governance issues and publicise any timely reminders with regard to any information governance considerations. Members agreed that this proposal and suggested format would be a good idea and it was commented that publication should be to all staff rather than to senior managers.

Members were asked to feedback to the Governance Officers any further suggestions on how this could be taken forward.

7 Update on Records Management

ORAL

i) Email Management Project

The GO(RM) advised that the project manager would attend the next meeting of UIGG to discuss this project.

The GO(RM) advised that 2.4MB of data is currently stored on the University email servers, which is well over the limit. Email systems were designed to transmit messages, not to be storage systems – the practice of using the email system to store data carries both technological and governance risks for the University. Preliminary findings to date suggest that as well as guidelines and policies a cultural change would be required.

Findings and recommendations will be fed into project board November 2014.

ii) Information Security Classification Scheme

The GO(RM) requested that members review this document and provide comments/feedback.

8 Records Manager's Report to September 2014

UIGG(14/15)03

The GO(RM) outlined the main points; no late responses or requests for reviews for this period. The number of requests had increased, however this is the case across the sector.

Benchmarking using the statistics collected by the Scottish Information Commissioner for Freedom of Information requests shows that the University is one of the top performers with regards to meeting the statutory deadline and providing the information requested.

Members suggested that awareness of information Governance needs to be increased for academic members of staff.

Records Retention Schedules are being worked on currently.

Records Management training sessions are taking place every two months, organised by Learning and Development and are advertised on the staff Intranet. The online training

module is now a prerequisite to the course which allows additional time to provide more in-depth training during the session.

9 Review of Data Protection Code of Practice ORAL

The GO(DP&L) reported that pending the anticipated publication of the new EU Regulation on Data Protection in 2015, a 'light touch' review of the Data Protection Code of Practice was currently underway, the last review having taken place two years ago. The review would concentrate on updating content that was out of date and substituting broken URLs. Specific sections already updated over the summer months included Data Sharing with 3rd parties, the CCTV Code of Practice and the guidance on Accessing Personal Information.

Members were advised that they may be contacted by the GO(DP&L) with a request to review or feedback on any issues specific to their area and were encouraged to be proactive in looking at relevant content.

10 Data Protection Officer's Report to September 2014 UIGG(14/15)04

The GO (DP&L) spoke to her report. An update was provided on the progress with the draft EU Regulation which it was noted was not expected to be published before the end of April 2015.

Members were given some recent examples of serious data protection breaches handled by the UK Information Commissioner's Office, with details of the enforcement action taken or penalties imposed.

Members otherwise **noted** the report.

11 Future meeting dates in 2015

These were noted as follows:

Thursday 26th February 2015 and **Tuesday 2nd June 2015** and both will be held in room 7.B.14, Sighthill Campus.