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**EDINBURGH NAPIER UNIVERSITY**

**UNIVERSITY INFORMATION GOVERNANCE GROUP**

**Minutes of the meeting held on Monday 31<sup>st</sup> May 2010  
at 14:30 hrs in the Castle Room, Craighouse Campus**

**PRESENT:** J Timlin (Co-convenor: Governance Officer (Records Manager), H Mizen (Co-convenor: Governance Officer (Data Protection & Legal), P Nicholson (Faculty Manager, FECCI) O Dellal (Assistant Faculty Manager, FHLSS), S Scott (Deputy Faculty Manager, NUBS), D Speirs (Lecturer, Centre for Law, NUBS), C Graham (Administrator, Research Office), B Merchant (Depute Director (Central Support)), C Snedden (Assistant Property and Facilities Services Manager), L Smith (Executive Support Officer (Finance)), A Deegan Wood (Planning Officer, Policy, Planning & Intelligence), N Kivlichan (Market Intelligence Officer), L McElhone (Head, Student Administration Services), J Archbold (Principal IT Developer)

**IN ATTENDANCE:** F Lopez (Governance Assistant, Governance)

**APOLOGIES:** D Cloy, M Munro, G Bishop, J Hutchison, T Mulhall, J Baillie, L Maberley and M Rimmer

**1. Welcome and Opening Remarks**

1.1 Members were welcomed to the meeting and the apologies were noted.

**Minutes of meeting held on 1<sup>st</sup> February 2010**

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1.2 The minutes of the last meeting were approved as an accurate record.

**2. Update on confidential waste disposal**

- 2.1 Shredding consoles had now been delivered to those departments moving to the Sighthill Campus; requests for emptying them were being arranged via Property and Facilities Services.
- 2.2 Colleagues were encouraged to liaise with Property & Facilities when there was an expected increased use of the consoles at certain times of the year e.g. **the shredding of examination papers**. Property & Facilities would arrange for the delivery of additional consoles and extra pick-ups as required.
- 2.3 There would be a tendering exercise for the disposal of confidential waste later in the year which would include the provision of shredding consoles across the rest of the University. Departments who were not moving were advised to continue with their current disposal arrangements in accordance with University guidance.

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**3. Joint University briefings**

- 3.1 Committee Members were asked to remind colleagues who have recently joined the University, to attend the first scheduled joint FOI/Data Protection briefing after taking up their appointment; it was noted that all staff should be attending a refresher every two years thereafter. It was confirmed that the next briefing was scheduled for 16<sup>th</sup> June 2010.

**4. Home Working Policy: FOI/DPA Appendix**

- 4.1 HR was developing a Home Working Policy to which an appendix had been added on the implications for both electronic and manual data, of the FOI and DPA Acts, on home working. This included records' accessibility, security, back-up and disposal.
- 4.2 The Co-convenor (Governance Officer (Data Protection & Legal)) undertook to consult HR and find out whether any academics had been consulted regarding the marking and storage of exam papers at home.

**5. Guide to new Records Management website**

- 5.1 Colleagues were given a guide of the new Records Management website which offered documentation and guidance, all legislation which impacts on records management, and a glossary of terminology. It had pages specifically relating to those departments which moving to Sighthill and a page where agreed Retention schedules will be published. The website can be viewed [here](#).

**6. Records Management: PEG paper: RM Update – Sighthill 2010  
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- 6.1 A paper was submitted to PEG in March covering the nomination of records co-ordinators who are to assist in records management activities. The paper included details of the RM training; records retention schedules; destruction days and storage.

Records management training

- 6.2 Governance and Management Services are continuing to provide training courses for Records Managers and Records practitioners. Specialist/ bespoke training is being provided for those departments who have specific needs. Best practices, naming conventions for electronic/paper records, etc are all covered in these sessions. The sessions last around 3.5 hours.

Records Retention schedules

- 6.3 The HR and Finance schedules have been approved and there are presently draft schedules for Corporate Affairs, Academic Development, the Development Office, Property and Facilities and Strategic Development & Corporate Intelligence.

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- 6.4 Work on the retention schedules for the Faculty of Health, Life and Social Sciences is 80% complete. Once completed, this retention schedule can be used as a blueprint for the other Faculties given their similar roles and responsibilities.

### Records storage

- 6.5 A tender for the provision of off-site storage has been issued and a decision on the provider will be made shortly. There will be limited space available in Sighthill and off-site storage offers the best and most cost-effective option. Guidance is being developed on what records can be stored off-site. The contract will be managed centrally but each department will be required to budget for the records they store off-site and for their retrieval.
- 6.6 Offsite storage also offers additional benefits including a more secure and environmentally controlled storage environment; records can be destroyed securely in accordance with retention schedules; arrangements can be made for the storing CDs, memory sticks etc; and there are archive facilities. The storage costs are approximately £0.21p per box which equates to approximately £2.50p per year. There needs to be 24hr notice for box retrievals and there will be a charge.

## **7. Overview of University FOI requests and in the HE sector**

- 7.1 There have been 78 requests asking for 390 items of information so far this year compared to 83 requests and 226 items last year. The majority of the questions were generated by the media who have requested mostly pay, staffing numbers, expenses and policies and procedures underpinning good corporate governance. The higher number of requests follows the trend of increasing scrutiny of all public sector organisations. The launch of the website Academic FOI has also led to an increase in questions.
- 7.2 Corporate Communications and Governance and Management Services spent time contextualising responses to the media to try and minimise any adverse publicity for the University. Also, two fees notices have been issued in the current year as the requests were deemed to be excessive.
- 7.3 Last year, Edinburgh Napier refused to release some training materials and the applicant reported us to the Scottish information commissioner. Although we have subsequently released the information requested, we believe that there are implications for the rest of the HEI sector eg intellectual property, commercial income, fees etc. A working group has been set up by Universities Scotland to look at the release of training materials.

## **8. Template agreements and related guidance**

- 8.1 Template agreements and clauses for use in data processing agreements between the University and third parties had been developed and these,

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together with related guidance, would be made available on the intranet site in the near future.

**9. Report on Data Protection matters to May 2010 (UIGG (09/10/11))**

- 9.1 As with FOI requests, there had been an increase in the number of subject access and police and third party requests.
- 9.2 Governance and Management Services would be developing a suite of Frequently Asked Questions which would be placed on the intranet site in due course.
- 9.2 It was reported that a complaint has been made to the UK Information Commissioner's Office about the University's response to a subject access request, to which the University expected to respond satisfactorily.
- 9.3 A number of dedicated briefing sessions had been held including one at the Melrose campus.
- 9.4 **Concern has been raised by the National Students Association about the use of photos: whether they deemed as "personal" data, and the risks of student photos for the purposes of phishing.**

**10. Next meeting**

- 10.1 The first meeting in the new session 2010/11 was scheduled for 4 October 2010 at a venue to be confirmed. .