

EDINBURGH NAPIER UNIVERSITY

RISK RESILIENCE AND AUDIT MONITORING COMMITTEE

UNIVERSITY INFORMATION GOVERNANCE GROUP

Minutes of the meeting held on Wednesday 16 October 2013

at 2.30pm in room 7. B.14, Sighthill Campus

PRESENT: H Mizen (Governance Officer Data Protection & Legal)(Co-Convenor); D Watt (Governance Officer, Records Manager)(Co-Convenor); J Archbold (Senior IT Developer); J Baillie (Campus Support Assistant/Technician); E Clark (Governance Assistant); A Deegan Wood (Planning Officer); O Dellal (Assistant Faculty Manager Executive Support); J Hutchinson (Systems Improvements Manager); E Lambie (Administrator (Research Integrity & Development)); B Merchant (Portfolio & Services Engagement Manager);; S Scott (Faculty Operations Manager); G Sharkey (Faculty Director for International Developments); S Simeone (Assistant Faculty Operations Manager); L Smith (Operations Support Manager); D Spiers (Lecturer);

APOLOGIES: R Bews (Appeals, Complaints & Conduct Officer); D Cloy (Assistant Secretary); N Kivlichan (Market Intelligence Officer); A Leslie (HR Advisor); L Mabberley (Assistant Director); A McCleery (Leader of Research Strategy & Practice); L McElhone (Head of Student Administration)

IN ATTENDANCE: M Mackay (Clerk)

Opening Remarks

Members were welcomed to the first meeting in session 2013/14 and the apologies were noted. The Governance Officer (Data Protection & Legal) (Co-convenor) extended a specific welcome to D Watt, the Governance Officer (Records Manager) (new Co-convenor) who was attending her first meeting and also to new members E Clark, G Sharkey, S Simeone and E Lambie.

1 UIGG Remit and Constitution UIGG(13/14)01

The Remit and Constitution of the University Information Governance Group was to be amended to reflect the change in representation from the University's international staff. The Remit was **noted**.

2 UIGG Membership UIGG(13/14)02

Members were requested to send any updates on role titles to the clerk. The membership of UIGG for 2013/14 session was **noted**.

3 Cross University and Dedicated Departmental Briefings Oral report

The Convenor reported that the programme of Information Governance Briefings

continued to run successfully. The next briefing was scheduled for 20 November 2013 and was already oversubscribed. The Convenor requested that members promote within their areas the availability of the scheduled briefings and the option to run dedicated departmental briefings.

4 Online Training Modules

UIGG(13/14)03

The Governance Officer (Data Protection & Legal) spoke to the paper. Members were advised that the online training modules on information governance which had been piloted in the Group last year, had gone live in September. The three modules, which provide basic guidance on Data Protection, Freedom of Information and Information Management, were to be included in the induction programme for new staff but as all staff were being encouraged to complete them, the Group was asked to raise awareness of the modules within their areas.

The modules would be reviewed annually and updated as required and were an important step forward in making Information Governance compliance more accessible to all staff. However, the added value of attending an Information Governance briefing session in addition to completing the online modules was emphasised.

Members were advised that staff were currently able to print out certificates of completion at the end of each module and send these to Corporate Learning and Development but a potential future development was to investigate the possibility of the modules being linked to HR Connect for record keeping purposes. Members noted that as the University's Professional Development Review (PDR) process was currently being considered for administrative management through HR Connect, this was seen as a timely opportunity to seek the incorporation of these modules into this process and specifically, into individual staff members' Learning and Development Plans. The Group was asked therefore to consider two recommendations to the Risk, Resilience and Audit Monitoring Committee (RRAMC) and **agreed** on the first i.e:

The requirement that completion of the suite of Information Governance online training modules should be incorporated into individual staff Learning and Development Plans.

The Governance Officer (Data Protection & Legal) agreed to submit a paper with this recommendation to the RRAMC at its meeting on 13 November 2013.

5 Annual Report to Risk, Resilience & Audit Monitoring Committee on Freedom of Information, Records Management and Data Protection

Oral report

The Governance Officer (Data Protection & Legal) reported that the Annual Report to the Risk, Resilience & Audit Monitoring Committee (RRAMC) on Freedom of Information, Records Management and Data Protection would also be presented at the RRAMC meeting on 13 November 2013, and the report would be circulated to members of UIGG thereafter.

6 Update on Freedom of Information

Oral Report

The Governance Officer (Records Manager) reported that the University had received an increased number of Freedom of Information requests over the previous year, with the largest number of requests coming from the media. Edinburgh Napier had received around the average number of requests, while the University of Edinburgh received around twice the number.

Members were informed that a new Access to Information policy was being developed and a draft would be circulated to members for their input.

The University had adopted the new Model Publication Scheme, in collaboration with other HEIs. The GO(RM) requested that members ensure that any information relevant to their area of the University was up to date, and notify Governance Services of any amendments required. The GO(RM) thanked those staff who were responsible for providing information for FOI requests to Governance Services.

The Governance Officer (Records Manager) gave a presentation on the new Guide to Information, which provides a point of access to the Publication Scheme. The next step in the University's Freedom of Information practice was to move to proactive publication approach. The GO(RM) reiterated her request that members check the Publication Scheme to ensure that the published information relevant to their areas was accurate and up to date.

7 Update on Records Management

Oral Report

i) The Governance Officer (Records Manager) reported that work had begun on a review of records management policy. Input from the members would be sought both on this and the review of the University's Records Management Strategy, which would follow the policy review.

ii) New guidance on the procedures for using the University's offsite storage facility was being developed, along with a checklist for staff, to ensure a clear and consistent approach.

iii) The programme of training for Records Management Co-ordinators was to be re-implemented, with updates particularly in respect of vital records and business continuity plans. The GO(RM) also planned to revive the Records Management Co-ordinators' network.

8 Records Manager's Report to September 2013

UIGG(13/14)04

The paper provided further background and information on the issues discussed under Items 6 and 7.

9 Revised Staff Fair Processing Statement

UIGG(13/14)05

Members noted the updated version of the Staff Fair Processing Statement and that the revisions included referring to new functionality in HR Connect, new HMRC PAYE reporting requirements and auto enrolment for pensions. HR reported that 1,100 out of the University's 1,400 staff had updated their data on HR Connect and that updating exercises would form part of the new annual Human Resources strategy.

10 Data Protection Officer's report to September 2013

UIGG(13/14)06

The Governance Officer (Data Protection & Legal) spoke to the paper and referred in particular to the data security breach which due to a system user error, had resulted in emails containing personal and sensitive personal data being sent to unintended recipients, both internally and externally. The University had self-reported this breach to the UK Information Commissioner (ICO) and after considering the circumstances and the University's immediate and planned remedial measures, the ICO had decided not to take action. This had however highlighted the potential consequences of a breach of data security and the requirement that all staff must be aware of their obligations when processing personal data was strongly emphasised.

Members were invited to comment on and give feedback on published guidance materials including the suite of FAQs. In response to a query, the Group noted that Governance Services and Information Services (IT) had regular discussions regarding information security. Current topics of importance were the potential security issues of cloud computing and the challenges of 'Bring Your Own Device' to the University.

It was reported that the University's Virtual Private Network system for staff which enabled remote, secure access to the University's network was due to be updated to a new 'Virtual Desktop' service. This was in the final testing stages and was being trialled by Information Services staff and when launched, would offer staff full, secure access to the University's systems, including HR Connect.

11 Date and Time of Next Meeting

The next meeting of UIGG will be held on Wednesday 26 February 2014 in Room 1/37, Craiglockhart Campus at 2.30pm.