<div align="center">

EDINBURGH NAPIER UNIVERSITY

UNIVERSITY INFORMATION GOVERNANCE GROUP

**Minutes of the meeting held on Monday, 01 February 2010
at 14:30 hrs in the Blackford Room, Craighouse Campus**

</div>

PRESENT: J Timlin (Co-convenor: Governance Officer (Records Manager), H Mizen (Co-convenor: Governance Officer (Data Protection & Legal), D Cloy (Head, Governance and Management Services), P Nicholson (Faculty Manager, FECCI), O Dellal (Assistant Faculty Manager, FLHSS), S Scott (Deputy Faculty Manager, Business School), D Speirs (Lecturer, Centre for Law), C Graham (Administrator, The Research Office), B Merchant (Depute Director (Central Support) C & IT Services), C Snedden (Assistant Facilities Services Manager (Admin)), L Smith (Executive Support Officer, Finance), J Hutchison (Systems Improvement Manager, HR), T Mulhall (HR Advisor), J Baillie (Information Assistant, Learning information Services); L Mabberley (Head, Corporate Communications), A Deegan Wood (Planning Officer, Policy, Planning & Intelligence), M Rimmer (Appeals, Complaints & Conduct Officer, Student Affairs)

IN ATTENDANCE: A Connelly (Team Leader, Student Affairs)
F Lopez (Governance Assistant, Governance & Management Services) (Clerk)

APOLOGIES: G Bishop, N Kivlichan, L McElhone

1.   Welcome and Opening Remarks

1.1   The Co-convenor, Governance Officer (Data Protection & Legal) welcomed members to the first meeting of the newly formed University Information Governance Group (UIGG).

UIGG Remit and Terms of Reference   **UIGG (09/01) 01**

2.1   The Remit and the Terms of Reference of the Group were noted.

UIGG Membership   **UIGG (09/10) 02**

2.2   The Membership of the Group was noted. Details of who would be representing the International College were awaited.

Joint University Briefings

2.3   The Co-convenor, Governance Officer (Data Protection & Legal) reported that Governance & Management Services had recently launched joint briefing sessions on Freedom of Information and Data Protection legislation and compliance to replace the previously separate sessions. The next session was scheduled for 18th March 2010.

3.   Guide to the New Publication scheme

3.1   The Governance Assistant gave an update on the University's redesigned FOI website. The website had recently been re-launched to include more user friendly features and improved access and usability and linked to other areas of interest including Data Protection, Environmental Information Regulations and Records Management information. There was also guidance for applicants on, how to make a request, charging and complaints.

3.2   It was noted that the University's Publication Scheme had been re-approved by the Scottish Information Commissioner in June 2009 and the Governance Assistant highlighted some of the key classes of information which might be of interest to members. The Publication Scheme was constantly updated to ensure that content was relevant. Members were encouraged to publicise the website to their departments and to suggest other information which could be made available.

4.   Records Management

i)   Paper to Principal's Executive Group: Arrangements for Sighthill UIGG (09/10) 03

4.1   The Governance Officer (Records Manager) provided members with an update on records management activities for those departments relocating to Sighthill. A paper on records activities ahead of the relocation was considered at the Principal's Executive Group (PEG) in October 2009 and approval was given to implement a series of initiatives to assist in the review and reduction of records ahead of the move to Sighthill.

4.2   Governance and Management Services were in the process of developing a Records Management Intranet site which would contain guidance on best practices, naming conventions, electronic document storage etc.

4.3   The Governance Officer (Records Manager) reported that there was limited storage for records within the new Sighthill Campus. It was therefore essential that staff relocating reviewed their records for retention or disposal. Work was progressing with several departments including the Faculty of Health, Life and Social Sciences, Development Office, Corporate Affairs, HR and Finance.

4.4   The Governance Officer (Records Manager) updated the Group on the review of the University's offsite storage contract. The University currently stored records offsite with Crown Records and the contract was being reviewed to ensure fitness for purposes ahead of the relocation to Sighthill. A tender would be issued in April and it was anticipated that a new contract would be agreed, running for a three year period, before the end of June 2010.

ii)   Training

4.5   The Governance Officer (Records Manager) reported that records management training courses had been introduced for all staff. The courses focussed on best practice in managing records. Staff relocating to Sighthill were encouraged to attend one of the sessions.

5.   Annual report to Risk, Resilience and Audit Monitoring Committee on FOI and records management   UIGG (09/10) 04

5.1   The Governance Officer (Records Manager) highlighted the increase in the number of FOI requests received not only within the University but across the sector as a whole. Requests received were becoming increasingly complex which was requiring additional time and effort from staff in Governance and Management Services.

6.   Records Manager's Report to February 2010

6.1   The Governance Officer (Records Manager) reported orally that the volume of FOI requests had continued to increase. January 2010 had recorded the highest level of requests since the FOI came into force with the majority of requests coming from journalists.

6.2   It was also noted that the University was currently liaising with the Office of the Scottish Information Commissioner regarding a FOI request for the release of teaching materials. Members would be updated on progress at the next meeting.

7.   Minutes of meeting of the University Data Protection Group held on 25 May 2009   UIGG (09/10) 06

7.1   The minutes of the final meeting of this Group were approved.

8.   Guide to new Data Protection Code of Practice

8.1   The Governance Officer (Data Protection & Legal) introduced this item. The Group noted that following publication of a JISC revised model Data Protection Code for the HEI sector (incorporating decided case law, new legislation, technical developments (e.g. web 2.0 Services) and guidance published by the UK Information Commissioner) it had been agreed that the University's existing Code needed a comprehensive review. A Working Group had been convened to conduct this and produce a new Code that was fit for purpose, user friendly and available online. The new Code has 49 pages with 18 downloadable sections and over 25 internal links to guidance documents and other resources.

8.2   The Group noted that the review process had taken 6 months and the Code had been submitted via the Risk, Resilience and Audit Monitoring Committee to PEG for approval. The Code was subsequently launched last October at the Senior Staff Group and related announcements were made on the staff intranet and student portal.

8.3   Significant new sections had been added on security of personal data, data sharing, internet, online and Web 2.0 services, privacy impact assessments and processing data for disability. Existing sections on: the use of personal data by employees, students and researchers, CCTV and records retention had been updated and expanded

8.4   The section on the security of personal data covered all aspects of processing manual and electronic records and gave links to guidance provided by Governance & Management Services and C & IT Services respectively. Thanks were expressed to colleagues in C&IT Services who had sourced encryption software to facilitate the transfer (where appropriate) of information from the University to external users. This software and associated guidance were available on the C & IT site.

8.5   Related guidance documents and other resources e.g. template oaths of confidentiality and checklists had been developed for users. Guidance on the ongoing interaction between the Data Protection and Freedom of Information (Scotland) Acts had been included in the Code and also on the University's Freedom of Information website.

8.6   Colleagues were encouraged to disseminate information about the new Code and its associated resources within their areas and to continue to promote data protection compliance. The Code could be consulted at: http://staff.napier.ac.uk/services/CorporateAffairs/governance/DataProtection/CodeofPractice/Pages/default.aspx

9.   Annul report to Risk, Resilience and Audit Monitoring Committee on Data Protection   UIGG (09/10) 07

9.1   The Governance Officer (Data Protection & Legal) advised that the report comprised an analysis of compliance queries and requests that had been dealt with, legislative developments, notification with the UK Information Commissioner and minor data protection breaches. The Group also noted that a "Frequently asked questions" section was being planned for the DP pages on the intranet.

10.   Data Protection Officer's report to January 2010   UIGG (09/10) 08

10.1 The Governance Officer (Data Protection & Legal) advised that there had been 4 formal subject access requests which had generated a significant amount of work. 2 requests had been completed and the remaining 2 were being dealt with presently. There had been 15 formal police and external third party requests for student data and a further 38 staff/student queries.

The Co-convenor, Governance Officer (Records Manager) concluded the meeting and advised that the next meeting would be on 31 May 2010.