
Terms of Reference: Information Security Governance Committee (ISGC)

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| Date of Approval: | March 2013, School Management Team |
| Last Reviewed: | April 2017 |
| Date for Review: | April 2018 |
| Version Number: | V5.0 |
| Chair: | ICT Manager |
| Secretary: | Executive Assistant |

Context

The University College of Osteopathy (UCO) aims to improve the quality, and enhance the security and governance of the information that we process concerning our patients, students, alumni, staff, customers and supporters. The quality of data is managed via the Data Assurance Policy and the DAG (Data Assurance Group); the focus of the ISGC is the security and governance of information held by and processed within the UCO.

Whereas the focus of DAG is the quality of data held and to provide assurance that management information and regular external returns are accurate, the ISGC has as its focus to ensure that the UCO handles, and processes data about individuals in accordance with legislated requirements. The term generally used to describe this activity is "information governance". It covers personal information, i.e. that relating to patients/service users and employees, and corporate information, e.g. financial and accounting records. Information Governance provides a way for employees to deal consistently with the many different rules about how information is handled, including those set out in government legislation, which also allow for individuals to make ad hoc requests about the information that an organisation holds about them.

Purpose

The purpose of the committee is to:

1. Be the organisational focal point for information governance issues (and their resolution), providing advice to department managers and reports and recommendations to the Senior Management Team (SMT) as required.
2. Review policies and procedures so as to ensure that adequate information governance standards within the UCO are maintained; to discuss and advise SMT on any proposed changes to such policies.
3. Monitor the organisational management accountability, compliance arrangements and availability of specialist staff/resources for Information Governance and making recommendations to the SMT as appropriate.

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Accountability

Overall accountability for Information Governance lies with the Chief Executive Officer and the Board, delegated through the ISGC and the role of the Senior Information Risk Officer (SIRO) within the role of the ICT Manager.

Accountability for operational delivery lies with the designated Information Risk Officers (IROs) within each department, who are responsible for day to day management and delivery of Information Governance (IG) to the agreed standards. These may also be guided, from time to time, by recommendations made by ARC or DAG.

Functions and Responsibilities

1. To oversee the performance and adoption of suitable standards for Information Governance in the School's handling of the data of students, patients, staff, alumni and the Public.
2. To identify required policies, define methods and encourage behaviours which achieve security and assurance of information.
3. To monitor and report on progress on relevant actions, arising from audits, to SMT.
4. To communicate with relevant stakeholders in information security.
5. To oversee training on information security.
6. To oversee the monitoring, impact evaluation, reporting and reviewing of responses to security incidents (including Subject Access Requests, Freedom of Information requests and similar requests) .
7. To manage risks associated with information security.
8. To provide reports and escalate policy decisions where appropriate to SMT.
9. To liaise with other groups (e.g. ARC, DAG) as appropriate.

Frequency of meetings

Twice a year. Additional meetings may be called if circumstances indicate that this would be beneficial.

Membership

ICT Manager (Chair)

Admissions Officer

Clinic representative (to be nominated by Head of Clinical Practice)

Estates representative (to provide input about physical security concerns)

Finance representative (to be nominated by Finance Director)

Fundraising representative

Head of Marketing and Communications

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HR Representative

ICT Analyst Programmer

ICT Support Engineer

Library Representative (to be nominated by Co-ordinator of Learning Resources)

Registry representative (to be nominated by Academic Registrar)

Research representative (to be nominated by Head of Research)

Secretary – Executive Assistant

Quorum

Meetings will be quorate provided the Chair and 50% of other members are present.

Reporting

Reports biannually to the SMT.

Amendment Record

| Date of Amendment | Type & Summary of Amendment | Amendment Approved By |
|-------------------|--|------------------------|
| June 2013 | Administrative – Annual review. | Committee Chair |
| March 2014 | Administrative – Amendments to role titles and committee titles to reflect current role titles and the current committee structure. | Committee Chair |
| April 2017 | Major – Revision of Terms of Reference. | School Management Team |
| Aug 2017 | Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy. | PRAG Chair |
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