UNIVERSITY OF GLASGOW

Information Governance Group

The first meeting of the Information Governance Group will be held on:

Wednesday 19th November 2014 at 09.00 in the Deputy Secretary’s office.

AGENDA

1. Apologies
2. Remit and membership of the group (All)
3. DP online training package (SM)
4. Encryption: (SM)
5. Campus movements (Tay house) and scanning arrangement.
6. Documentum and disposition functions for electronic records (All)
7. DP and Confidentiality policies: update/review
8. A.O.B
9. Date of next meeting

Last modified on: 14 November 2014
Version: 1.0
UNIVERSITY OF GLASGOW

Information Governance Group

Minute of Meeting held on 19 November 2014 at 09:00 hours in the Principal's Meeting Room

Present: Dorothy Welch (Chair), Simon Macauley (SMacA), Lesley Richmond, Sandy Macdonald (SMacD), Chris Edwards, Anna Phelan

Attending: Gemma Tougher

1. Apologies

None

2. Remit and membership of the group (all)

Simon Macauley introduced the Information Governance Group draft remit and invited feedback. A brief discussion followed and the following points were made:

Opening paragraphs

The opening paragraph of the remit should be edited to reflect that fact that there are two primary purposes of the group: sharing knowledge and contributing to an information governance strategy for the whole university.

Dorothy Welch will propose a form of words and send to Simon Macauley.

Action: DW

Objectives

There should be a separate objective relating to IT security and governance. Chris Edwards proposed that the new Information Security Advisory Group could liaise with the Information Governance Group on overlapping information security issues. He will look come back to the Group with some wording to include in the IGG remit to reflect this.

Action: CE

With regards to the last point about electronic records management the reference to EDRMS should be removed so that this objective is not tied in to a particular named system.

Action: SMacA

Governance strategy/framework

It was agreed that the Group should work on an information governance strategy or framework document which would form the basis of the Group remit and which could be rolled out across the University.
This led into a discussion about other responsibilities and aims of the Group such as organising an audit to look into what information is held in the University’s business systems and establishing who should take ownership of this data. It was suggested that the internal auditors Pricewaterhouse Coopers (PwC) could possibly do a useful exercise in relation to governance and data retention. Dorothy Welch and Sandy MacDonald will look into this to see if it is feasible.

Action: DW/SMacD

It was agreed that before the next meeting Simon Macaulay would compile a draft Information Governance Group framework/strategy document and circulate to the group members for comment/review. This would be discussed in more detail at the next meeting.

Action: SMacA

Membership

It was agreed that the current membership of the group is adequate for the purposes outlined in the Information Governance Group remit but that other members of University staff may be invited along to meetings as and when required.

3. Data Protection Online training package (SMacA)

Simon Macaulay explained that this online course was created by Napier University and is free to use. It has been rolled out to staff in the Court Office as a pilot and so far has received positive feedback. It takes around 20 minutes to complete and provides a good overview of the Data Protection Act which will be valuable to all University staff members.

The Group agreed that having an online Data Protection course was a good way of offering basic training to all staff and recommended that it should be promoted and rolled out across the University. In the meantime a link will be made available on the DP&FOI Office website and relevant staff in the Colleges will be contacted and encouraged to promote take-up. The link to the course will also be sent to all members of the Information Governance Group.

Action: SMacA

4. Encryption (SMacA)

Simon Macaulay introduced this agenda item by discussing the importance of encrypting personal flash drives, laptops and other devices which held personal and confidential data.

Chis Edwards explained that there is guidance on encryption on the IT website and that staff in ITS are happy to offer advice and support on encryption. It was recognised that it is down to individual staff members to ensure the security of the personal or confidential University data that is held on their laptops and flashdrives etc.
The Group agreed that this topic should be covered in the proposed Information Governance Group framework/strategy document to ensure that there was more awareness-raising around the importance of ensuring the security of confidential data and steps that could be taken to improve arrangements.

5. **Campus Movements (Tay House) and scanning arrangement**

The Group discussed the fact that the University operates in a hybrid environment of paper and electronic documents but with the Tay House move and other campus developments there is now more of a push towards scanning paper records and holding them electronically.

With this in mind there is a need to think about developing a scanning policy to ensure consistency across the whole University and to think about policies surrounding the retention and management of electronic data on all University systems.

Anna Phelan highlighted the fact that there is a records management module on Documentum which has not yet been activated but this could be further explored. She will look into this and report back to the group.

**Action:** AP

6. **Documentum and disposition functions for electronic records (all)**

Discussed in item 5 above. The Group also discussed the need for members of staff in Colleges/Services to take ownership and responsibility for destroying electronic records at the end of their retention periods.

Anna Phelan suggested that the current information held on Documentum could be reviewed in line with retention schedules see if there was anything that could now be destroyed.

7. **DP and Confidentiality policies: update/review (all)**

The Group briefly discussed the University’s current Data Protection Policy and Confidentiality Policy and agreed that these were up to date and required no revisions. Simon Macauley will investigate whether or not there are other University information policies that require to be reviewed by the Group and will report back.

**Action:** SMacA

8. **Any other business**

None reported.

9. **Date of next meeting**

Will be scheduled for January 2015.