UNIVERSITY OF GLASGOW

Information Governance Group

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

Monday 19\textsuperscript{th} January 2015 at 16.00 in Room 251, Main Building

AGENDA

1. Apologies

2. Matters arising
   - Updated group remit
   - Governance and data retention audit
   - Data Protection Online training
   - DP and Confidentiality polices

3. Governance Strategy/ framework (Paper 1)

4. Retention Policy Services and Records Management Modules for Documentum (Paper 2)

5. A.O.B

6. Date of next meeting

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UNIVERSITY OF GLASGOW

Information Governance Group

Minute of Meeting held on 19 January 2015 at 16:00 hours in Room 251

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

Attending: Gemma Tougher

1. Apologies

   None

2. Matters arising

   Updated Information Governance Group remit

   The Committee endorsed the revised IGG remit and Dorothy Welch asked that it be published online.

   Governance and data retention audit

   Dorothy Welch and Sandy Macdonald reported that they had both spoken to the internal auditors Pricewaterhouse Coopers (PwC) about this proposal on separate occasions. The work would be additional to that already in the Internal Audit Plan, at least for the current year. Sandy MacDonald is waiting on a model scoping document which was due to be circulated by PwC. He will contact them to chase this and report back to the Group at the next meeting.

   Action: SMacD

   Data Protection online training

   Simon Macauley reported that a link to the online Data Protection training course is now available on the DP&FOI office webpages under ‘Guidance for Staff’. Arrangements would be made such that uptake of the online training might be measured.

   Action: GT

   Dorothy Welch suggested that the course should be actively promoted: suggestions included on Campus eNews and also added to the induction pack compiled by HR for new staff members. Simon Macauley and Gemma Tougher will contact Eddy O’Grady (HR) and Phil Taylor (Communications) to take this forward.

   Action: SMacA/GT
Information Governance Group

**DP and Confidentiality policies**

The relevant policies have now been identified on page 3 of the IGG Strategy. Dorothy Welch asked Simon Macauley to compile a schedule before the next meeting detailing all relevant policies for the Group to review going forward.

**Action:** SMacA

**3. Governance Strategy/Framework**

Dorothy Welch thanked Simon for circulating the draft strategy and asked for comments. Sandy Macdonald and Chris Edwards expressed the need for IGG to consider providing guidance and advice on cloud storage for research data, as staff members regularly ask IT Services about this. The Group agreed that cloud storage procedures should be put in place and that this should be added to the list of policies planned for future discussion on page 3 of the Strategy document. Simon Macauley, Sandy Macdonald and Chris Edwards will meet before the next meeting to look into the need for policy on the use of cloud storage and/or for managing research data more broadly and report back to the Group.

**Action:** SMacA/SMacD/CE

The Group agreed that the Strategy should be more than a framework of policies; rather, describing a vision for information governance over the next 3 years or so and how that should be achieved. This might include a summary of the University’s current position with regards to data security, storage and retention across all of its activities (research, teaching and administration) and clearly outline the aims and objectives going forward over the next few years.

Simon Macauley and Anna Phelan agreed to update the paragraph on Electronic Document and Records Management and Chris Edwards will add a statement about information security.

**Action:** SMacA/AP/CE

Dorothy Welch asked all Group members to review and update the draft document with their comments/thoughts. Marked up copies with revisions should be sent to Gemma Tougher by Friday 30th January.

**Action:** all

**4. Retention Policy Services and Records Management Modules for Documentum**

Anna Phelan introduced the paper and explained the two options available on Documentum for managing records: Retention Policy Services (RTS) and Records Manager module. The Group agreed that implementing the Retention Policy Services module was the best place to start and that the Records Manager module implementation should be put on hold for now as it was more advanced and required more planning and resources.

Simon Macauley suggested that a working group be established to discuss and take forward the implementation of the RTS module, including setting up relevant retention schedules for the
records currently stored in Documentum and identifying business owners for these records. He will meet with Anna Phelan, Stacey Harper (DP&FOI Office) and Sara Sommerville (MIS) to take this forward and report back to the Group at the next meeting.

Action: SMacA/AP

5. Any other business

Data Protection Policy
Simon Macauley reported that he had revised and updated the University’s Data Protection Policy. In addition to minor changes e.g. Heads of Department changed to Heads of Academic and Service Units, the Group agreed on the following:

5.0 Training
Chris Edwards suggested that staff should be encouraged to read the University’s Confidentiality Policy alongside completing the online DP training course. It was agreed that a link to this policy will be added to the ‘Guidance for staff’ webpage on the DP&FOI Office website.

Action: GT

5.1 Complaints
The Group agreed that this section should be revised to make it clear that all complaints regarding the processing of personal data should be handled in line with the University’s complaints procedure (rather than following a separate Data Protection complaints procedure).

Action: SMacA

The revised policy will be passed to IPSC for approval. Gemma Tougher will add this to the agenda for the next IPSC meeting.

Action: GT

6. Date of next meeting

Will be scheduled for March/April 2015.