UNIVERSITY OF GLASGOW

Information Governance Group

A meeting of the Information Governance Group will be held on:

Thursday 24th August 2015 at 9.30am in the Principal’s Meeting Room

AGENDA

1. Minutes of meeting held on 28 May 2015

2. Matters arising
   Documentum Retention Policy Services module
   Email retention and emails requested under FOI
   Procedure for accessing emails and files without user consent

3. Information Governance Strategy
   • Updated Strategy document (paper 1)

4. Review of existing information governance policies (paper 2)

5. Reuse of Public Sector Information – University Libraries

6. A.O.B

7. Date of next meeting

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UNIVERSITY OF GLASGOW

Information Governance Group

Minute of Meeting held on 24 August 2015 at 09.30 hours in the Principal’s Meeting Room

Present: Dorothy Welch (Chair), Johanna King (JK), Chris Edwards (CE), Sandy MacDonald (SMacD), Anna Phelan (AP), Lesley Richmond (LR)

Attending: Stacey Harper (SH) (Clerk)

1. Apologies

None

2. Minute of meeting held on 28 May 2015

The group agreed that the minute of the last IGG meeting provided an accurate record of that meeting.

3. Matters arising

Documentum Retention Policy Services module

Johanna King reported that the DP & FOI team met with Anna Phelan and Sara Somerville (IT Services) to discuss transferring their records management file plan and records to Documentum. Implementing Documentum with the records management file plan will create the least disruption to the DP & FOI team’s workflow, but they do intend to roll the EDRMS out to other work areas as soon as possible. The team will have the opportunity to test their file plan and record options within the EDRMS before using it for work activities.

Dorothy Welch and Sandy MacDonald enquired about the timescale and volume of records for the implementation. Anna Phelan stated that once the DP & FOI team is ready for implementation, the software rollout will proceed quickly. Johanna King advised that while her team is subject to other legislative deadlines, there are now enough staff members to ensure this project moves forward in a timely manner. Anna Phelan noted that implementation of the Retention Policy Service module within Documentum requires careful planning to ensure appropriate resources from her team within IT Services are available.

It was agreed that feedback on tangible achievements would be reported to the Group at regular intervals. Johanna King advised that her team should have records management functionality running before Christmas.

Action: DP & FOI team & AP

Email retention and emails requested under FOI

It was agreed that Sandy MacDonald would report back to the next meeting, on the use of the policy for deleting email accounts of former staff and students.
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**Action: SMacD**

**Procedure for accessing emails and files without user consent**

Johanna King advised that the draft policy regarding accessing emails and files without user consent had not been progressed. Chris Edwards will work with the DP & FOI Office to amend and finalise the policy.

**Action: CE & DP&FOI**

4. **Information Governance Strategy**

Dorothy Welch informed the group that the current intention for the Information Governance Strategy is to present it to IPSC in October. However there are still a number of changes requiring to be made to the document.

The Group agreed that the strategy direction needed further refinement and explanation of what constitutes “good” information management. This should be added either into the body of the document or to an appendix.

**Action: DP&FOI**

**Aim 1: Electronic Document Management**

Anna Phelan suggested that staff need better guidance on where and how different types of information should be stored (i.e. within which databases/systems/storage solutions), and that the strategy should have specific, clearly stated actions for this. The Group agreed that an action point would be added to this aim, to create a guide for users on how to appropriately store information. This guide will be added to the list of policies requiring revision (see point 5 of this minute), and appropriately taken forward.

Johanna King raised the question of the Group and the University’s position on cloud storage. Chris Edwards advised that there is a draft policy, and he will forward it to Johanna.

**Action: CE & DP&FOI**

**Aim 3: Personal Data Audit**

In reference to action point 2 of this aim, Dorothy Welch suggested that the strategy requires a mechanism to inform staff that the DP & FOI Office should be consulted ahead of new or changes to database usage. Johanna King advised that awareness needed to be raised so that when sign-off on major projects occurs, staff get DP & FOI Office input. The DP & FOI Office will update their web pages and training sessions to raise awareness. It was agreed that further discussion within the DP & FOI Office on reaching senior management and decision-makers must take place.

**Action: DP & FOI Office**
Aim 4: Information Governance Policies

Dorothy Welch requested a revision of the “Future proposals” section of this aim, to focus on the specific policies requiring review, revision, and approval. The line reading “To be discussed at IGG” will be removed.

Action: SH

Aim 5: Digital Preservation and Access to Information

Anna Phelan suggested that this section requires further background contextualisation to explain the need for digital preservation.

Lesley Richmond will draft appropriate wording for inclusion.

Action: LR

5. Review of existing information governance policies

Dorothy Welch opened discussion by stating that the Group needs a work plan to address all policies identified for review. She suggested prioritising the finalisation of drafts over the update of existing policies, and asked for further suggestion on what policies require review or development.

Sandy MacDonald identified the need for a cloud storage policy and a remote working policy in light of the large number of recent and ongoing staff relocations across the University. Chris Edwards advised that IT Services maintains a series of webpages which provide extensive guidance on remote working and confidential data – he offered to review this information, including what is missing from the existing guidance, and adapt the guide into a policy.

Dorothy Welch reminded the Group that it was previously agreed that the Policy on Confidential Data in the University, Records Management Policy, and Freedom of Information Policy would be updated and approved by the end of 2015.

Dorothy Welch suggested that a table of all policies due for update – highlighting who is responsible for reviewing the policy and what actual review work has been completed – would be useful for the Group. She tasked Chris Edwards and Johanna King with reviewing appropriate policies and creating a relevant reference table and work plan. The DP & FOI Office will initiate the population of the table and forward it to Chris Edwards to complete. The table would then be circulated to the Group ahead of its next meeting.

Action: JK & CE

Johanna King will liaise with Gordon Mackenzie to take the draft CCTV policy to the Campus Security Group for review and approval.

Action: JK

6. Reuse of Public Sector Information – University Libraries
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Lesley Richmond updated the Group on the status of the Reuse of Public Sector Information regulations. She stated that the National Archives’ draft guidance has now become the official guide on following the regulations. However there is no guidance on how institutions are practically implementing the regulations. Professionals across the higher education and heritage sectors have yet to discuss a unified response to the regulations, including how to define a “public task”, i.e. their normal business activities. Lesley Richmond advised that the University should act in line with other relevant organisations, particularly in relation to the public task.

Johanna King and Lesley Richmond will raise the issue of adherence to these regulations with their respective professional networks.

Action: LR & JK

7. AOB

None reported

8. Date of next meeting

The next meeting will be scheduled for the end of November/early December 2015.