UNIVERSITY OF GLASGOW

Information Governance Group

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

Wednesday 19 April 2017 at 14:00 in Sandy MacDonald’s Office, Room 321, James Watt North Building

AGENDA

1. Minutes of meeting held on 11 January 2017 (DAW) (paper 1)

2. Matters arising
   - CDocs migration (AP)
   - Guidance on scanning (JK)
   - Information Commissioner’s Office Review (JK)
   - Policy on Confidential Data Handling (CE)
   - Digital Preservation Policy update (WN)

3. Information Governance Policies
   3.1. Information and Risk Classification (CE) (paper 2)
   3.2. Cloud Storage Policy (CE/SMacD) (paper 3)
   3.3. Network Connection Policy (CE) (paper 4)
   3.4. Bastion Host Policy (CE) (paper 5)
   3.5. CCTV Policy update (JK)

4. Retention of HR data (AP/JK)

5. Communication strategy for IGG outputs (DAW)

6. A.O.B

7. Date of next meeting – June 2017

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UNIVERSITY OF GLASGOW

Information Governance Group

Minute of Meeting held on 19 April 2017 at 14:00 hours in Principal’s Meeting Room

Present:  Dorothy Welch (Chair) (DAW), Johanna King (JK), Anna Phelan (AP), Chris Edwards (CE), William Nixon (WN), Alison McGuiggan (AMcG), Helen McKellar (HMck) (Clerk)

Apologies:  Sandy MacDonald (SMacD)

1. Minute of meeting held on 11 January 2017

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

2. Matters arising

DAW informed the Group the papers submitted to the February’s IPSC meeting had all been approved and were now published online.

CDocs migration

AP reported that c. 47000 files had been transferred from CDocs to EDRMS covering the period 1997 - 2010. These are primarily held in web format so consideration will need to be given as to how they should be accessed/presented going forward. In the meantime, access can be provided by the EDRMS team.

Action: AP

Guidance on scanning

JK advised she had contacted Estates and Buildings regarding the soft landings protocol and they were keen for the DP & FOI Office to develop guidance on scanning. Given the immediate problem of the ad-hoc nature of scanning across the University at present, JK advised she could provide a first draft of high-level scanning guidance to address these concerns. However, technical input would be required from IT Services and WN advised the Photographic Unit has some expertise they could offer as well. JK would share an initial draft as appropriate.

Action: JK

Information Commissioner’s Office Review

JK reported that due to technical difficulties she was unable to complete the online survey to initiate the ICO Review process so would try again as soon as possible.

Action: JK

Policy on Confidential Data Handling
Information Governance Group

DAW raised the question of whether this policy was still required. CE advised that much of its contents had been replaced and updated in the new policies and guidance documents developed by the Group; however, there may be elements of the old policy that should still be captured so he would review it with this in mind. For example, CE referenced the potential need to retain a register of the data held across the University to support compliance with the incoming General Data Protection Regulation (GDPR). This led onto a discussion of GDPR readiness, whereby JK advised that the Ethical Use of Student Data Working Group were investigating the legal basis for processing student data and DAW advised that the University’s lawyers, CMS, were to undertake some awareness raising seminars and that GDPR would likely feature on the IGG agenda going forward.

**Action: CE**

**Digital Preservation Policy update**

WN reported that the Digital Preservation Working Group were delighted that the policy had been well received and were making final changes prior to bringing the policy back to IGG’s June meeting. WN also informed the Group that the Library would be taking part in a JISC Digital Preservation Pilot Project commencing in July, where digital preservation solutions would be trialled at no cost to the University. Additionally, the Library and HATII had taken out full membership of the Digital Preservation Coalition which includes more in depth access to resources and 5 days’ consultancy.

**Action: WN**

**3. Information Governance Policies**

**3.1 Information Risk Classifications**

CE advised that following the Group’s last meeting, he had updated the examples of low, medium and high risk data. DAW suggested “planning and budgeting info” under Medium Risk be prefaced with “unpublished”. Further, where the term “data owner” was used in relation to research data under the Low Risk and Medium Risk headings, for the avoidance of doubt, this should be changed to “PI”. WN provided some advice as to where research data might be considered sensitive, e.g. instances where the Library would embargo research from publication on Enlighten. CE and WN are to have a further discussion of research examples that could be included. AP queried the reference to security precautions in the second paragraph and CE advised he would clarify this when updating the document. DAW requested that the finalised version should be published within two weeks following these discussions and amendments.

**Action: CE, WN**

**3.3 Cloud Storage Policy**

CE introduced the revised Cloud Storage Policy, advising he would include reference to the Information Risk Classifications document when it has been finalised. DAW praised the summary section of the Policy. Discussion of the structure of the policy document followed, with the suggestion that the initial paragraph of 5.1 and 5.2 be moved to Section 3 Definitions, with the remainder of the information from 5.1 and 5.2 forming an appendix. The last sentence under
Section 4 Scope was to be removed. There was discussion as to whether points a. – f. of Section 6.2 could be condensed to a reference to an appropriate contract or approved services, or whether they could be added to an appendix as well.

AP queried if, under Section 9 List of approved Business Oriented Cloud Storage Providers, the reference to Microsoft OneDrive should be expanded to include Office 365 since all the associated products are governed by the same contract. CE explained the focus had been on developing a cloud storage policy but there could be scope for retitling it as a cloud policy. DAW agreed this would be helpful. CE will take the draft back to IT Services for further discussion and a suggested way forward incorporating the suggested changes to scope and to allow for SMacD’s input prior to progressing further.

Action: CE

3.3 Network Connection Policy

CE advised that he had circulated the draft policy to the College IT Managers and received some helpful feedback. The bulk of the amendments to the draft related to technical updates and changes to University structure. Additionally, an Audience section had been added at the start of the document to advise potential readers as to whether it was relevant for their needs. DAW expressed concern that the policy remained lengthy and there could still be scope for it to be distilled down to the essential policy points with reference to procedural guidance elsewhere. CE to review the draft again with this in mind.

DAW suggested the addition of a summary would be helpful and CE agreed to add one. DAW also asked that references to the University’s “statute” be removed.

Action: CE

3.4 Bastion Host Policy

Discussion of the Bastion Host Policy followed a similar line to that of the Network Connection Policy. Again, CE is to add a summary and review where policy points can be separated from procedural guidance.

Action: CE

3.5 CCTV Policy update

JK advised that other priorities meant that work on the CCTV Policy had not progressed since the last meeting, but that it remained a key element of the University’s preparedness for GDPR. DAW queried what would be a reasonable timescale for producing a draft and JK advised she planned to bring a draft policy to the first meeting of the 2017/18 session.

Action: JK

4. Retention of HR data
JK advised this work had stalled due to lack of availability in HR; however, it remained a pressing issue as records had now been retained in Core for long enough for some deletions to certainly be due. JK and AP to contact Ann Hastings in HR to progress.

**Action: JK, AP**

### 5. Communication strategy for IGG outputs

DAW advised that she wanted to proactively communicate the Group’s policies and guidance; this aim was in common with IPSC who had tasked SMacD with investigating how best to ensure staff and students are aware of developments.

CE advised he had recently held a workshop for IT staff following the approval of the Mobile Device Encryption Policy with the aim that these staff, once trained, would cascade their knowledge within their Colleges and Services. WN advised that the Library hold all-staff meetings to promulgate policies and they would be happy to trial any proposed communication methods.

AP suggested it may be helpful to have a webpage for all the policies and guidance documents and AMcG advised there are some other universities that take this approach, enabling easy access to any policy required.

There is scope to utilise Moodle for specific training modules and for completion of courses to be linked to the staff member’s Core record. This was a potential means of meeting and evidencing the University’s training requirement for GDPR, and the scope for tracking completion of training could be beneficial if it is decided such training should become compulsory.

DAW asked that AP, CE and SMacD investigate further steps to develop a communications plan for the Group.

**Action: AP, CE, SMacD**

### 6. A.O.B.

None.

### 7. Date of next meeting

The next meeting is to be scheduled for June 2017.