AGENDA

1. Minutes of meeting held on 20 June 2017 (DAW) (paper 1)

2. Matters arising
   - Guidance on scanning (JK) (paper 2 to follow)
   - Information Commissioner’s Office Review (JK)
   - Retention of HR data (AP)
   - Communication strategy for IGG outputs (CE/AP)

3. Review/status update – Current information policies (paper 3)

4. Discussion and Review of Information Governance Strategy (paper 4)

5. A.O.B

5. Date of next meeting – December 2017

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UNIVERSITY OF GLASGOW

Information Governance Group

Minute of Meeting held on 14 September 2017 at 10:00 hours in Principal’s Meeting Room

Present: Dorothy Welch (Chair) (DAW), Johanna King (JK), Chris Edwards (CE), Rolly Gilmour (RG), Steve McDonald (SMcD), Alison McGuigan (AMcG), William Nixon (WN), Anna Phelan (AP), Stacey Harper (SH) (Clerk)

1. Minute of meeting held on 20 June 2017

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

2. Matters arising

Guidance on scanning

JK advised that, on reflection, a high-level guide would not be adequate to address all scanning concerns. JK will seek guidance on legal admissibility and the “lessons learned” from the Contracts team from their scanning/conversion exercise when they relocated. Advice will also be sought from Senior Archivist Moira Rankin regarding Archive Services’ requirements for scanned documents. JK will circulate a draft guide ahead of the next Group meeting.

Action: JK

Information Commissioner’s Office Review

The Group agreed that taking up the Information Commissioner’s Office (ICO) offer to undertake an Information Risk Review would be a diversion from the work required to be ready for GDPR implementation. JK will advise the ICO.

Action: JK

Retention of HR data

AP advised that the Documentum team can manually delete HR records from Documentum, but they cannot remove the corresponding record from Core. HR is unable to undertake a large destruction project at this time. AP noted that the records created by other University systems, such as student records or exam papers, can be successfully deleted from both Documentum and those front-end systems. AP suggested that any of these records which are critical for destruction should be the focus of deletion exercises.

Communication strategy for IGG outputs

CE and AP informed the Group that the Cloud Policy was published online accompanied by a notice in MyGlasgow News. These actions will be repeated in late September/early October, along with the
publication of a series of informational articles, to promote the Information Risk Classifications and Information Storage guidance and to re-advertise the Cloud Policy.

DAW suggested that the communication strategy should be returned to at the next meeting. A paper, with input from the Internal Communications team, would be prepared.

Action: CE/AP

3. Review/status update – Current information policies

The Group agreed that policy reviews should be driven by the policy owner but should, at a minimum, be reviewed once every three years.

Data Protection Policy and Records Management Policy

Both policies will be updated to align with General Data Protection Regulation (GDPR) requirements.

Action: JK

Policy on Confidential Information in the University

The Group discussed the benefits of a standalone Policy on Confidential Information, including an expansion of the safeguards associated with personal data to other types of confidential information, such as exam papers, and the importance of confidential information guidelines for managing “Bring Your Own Device” concerns. CE & RG will review the current confidential information policy to decide which guidelines should be considered mandatory and therefore warrant their own policy.

Action: CE/RG

CCTV Policy

JK informed the Group that Gary Stephen is working on the operational issues of the policy and that she is working on the management issues. A draft would be presented at the next IGG meeting.

Action: JK

IT Monitoring Policy

JK proposed that staff and students should be made aware that IT may both access their emails and monitor activity for operational and/or security purposes.

CE will circulate a final draft of the IT Monitoring Policy for the December IGG meeting. He noted that IT’s monitoring activities must be reviewed for compliance with GDPR.

Action: CE

4. Discussion and Review of Information Governance Strategy

In introducing the discussion, DAW stated that the Strategy and its individual Aims should be reviewed for both efficacy and relevance to GDPR compliance.
Information Governance Group

- **Aim 1: Electronic Document Management**
  AP advised that the Development & Integration team is reviewing available electronic management products and will roadmap alternatives to Documentum for both front- and back-end users ahead of the next Group meeting. RG suggested that the scope of Aim 1 should be widened to assist in the enhancement of information rights for all documents.

- **Aim 2: Local Area Record Officers**
  The Group agreed that the Aim 2 proposal of Local Area Record Officers (LRO) is not feasible within the University and that records management responsibilities should focus on accountability and system owners rather than on job roles. A discussion followed as to how staff should be educated on appropriate information storage and creation, and whether system restrictions should be put in place to control information and data duplication and storage. It was agreed that Aim 2 should be recast and that managing the full information lifecycle should be integrated into the strategy.

- **Aim 3: Personal Data Audit**
  This aim will be addressed by the organisational plan for GDPR implementation.

- **Aim 4: Information Governance Policies & Aim 5: Digital Preservation and Access to Information**
  The Group agreed that progress has been made with Aims 4 and 5, however further work is required.

DAW will present a draft revision of the IGG strategy ahead of the next meeting.

**Action:** DAW

5. **A.O.B.**

DAW proposed the merger of the Information Governance Group and the Data Governance Group in order to streamline their activities. The Group supported this proposal. DAW will review the remits and memberships for each group ahead of the December IGG meeting.

It was also noted that the University’s Information Services directorate has formed a GDPR working group to review the information held within the Service. This group will contribute to any actions resulting from the recent PwC GDPR preparedness audit. DAW will forward the PwC audit report to Group members.

**Action:** DAW

6. **Date of next meeting**

The next meeting is to be scheduled for December 2017, in advance of the 11 December IPSC meeting.