UNIVERSITY OF GLASGOW

Information & Data Governance Group

A meeting of the Information & Data Governance Group will be held on:
Monday 8 January 2018 at 14:00 in the Committee Room 251, Gilbert Scott Building

AGENDA

Items for discussion

1. Welcome; group membership and remit (DAW) (paper 1)
2. Information Governance policies (DAW) (paper 2)
3. Data Governance: policy, strategy, and checklist (AMcG) (paper 3)
4. Priorities for IDGG (DAW)
5. Implementation of policies
   • Communications strategy
   • Staff training

6. Items for formal approval
   • IT Monitoring Policy (CE) (paper 4)
   • IT Patching and Vulnerability Management Policy (CE) (paper 5)

7. Items for information
   • None

8. A.O.B
9. Date of next meeting – April 2018

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UNIVERSITY OF GLASGOW

Information and Data Governance Group

Minute of Meeting held on 8 January 2018 at 14:00 hours in Room 251 Gilbert Scott Building

Present: Dorothy Welch (Chair) (DAW), Johanna King (JK), Chris Edwards (CE), Mark Johnston (MJ), Craig MacDonald (CMacD), Steve McDonald (SMcD), Alison McGuiggan (AMcG), William Nixon (WN), Anna Phelan (AP), Stacey Harper (SH) (Clerk)

In attendance: Paul McLaughlin (observing this meeting)

Apologies: Jane Townson (JT)

1. Welcome; group membership and remit

DAW welcomed the group and highlighted the need for a University-wide approach to governing both information and data. DAW advised that membership will be revisited as the Group develops and progresses its remit. The Group discussed the Information and Data Governance Group remit paper and suggested clarifications on the phrasing used to describe relevant legislation, Privacy Impact Assessments, and breach reporting. SMcD will advise wording to align IDGG with Continuous Improvement Team. SH will revise the paper and circulate to the Group.

Action: SH & SMcD

2. Information Governance Policies

The Group discussed whether the table of current information policies is complete. It was agreed that the IT Systems Patching and Vulnerability Management Policy should be included in the table. MJ agreed to draft a suggested policy framework.

Action: MJ

3. Data Governance: policy, strategy, and checklist

AMcG introduced the Data Governance Group’s policy, strategy, and progress-measuring checklist; the policy is approved, the strategy is in development, and the checklist has not yet been tested.

SMcD informed the Group that Planning and Business Intelligence intends to pilot the approach as part of HESA Data Futures compliance. The team is working on a business case for the project, and AMcG and SMcD will approach Jane Broad in Student Lifecycle Support & Development as a key business owner to support the pilot.

Action: AMcG & SMcD

AMcG suggested that data maturity for central systems be regularly reviewed. PMcL advised that Colleges have their own data systems and it would also be useful to assess the data maturity within those systems.
4. Priorities for IDGG

DAW suggested that the first priority for IDGG should be communication of policies and their requirements to staff. CMcD stated that awareness of policies is low amongst College staff, and local systems must be considered when devising policies. MJ noted that the new staff induction checklist is very extensive but contains no mandatory training or awareness raising regarding data security. It was agreed that the Group should focus on guidance to aid staff, rather than policies to constrain them.

AMcG described for the Group the HESA Data Futures project which will require continuous, in-year, reporting on student and related data. DAW proposed that the Data Futures project group should report to IDGG.

5. Implementation of policies

It was agreed that the Group needed to inform staff of policies and implement training in order to ensure that requirements are understood. MJ agreed to develop proposals for the next meeting.

Action: MJ

CE advised that Information Security is working on a training module for staff that should be available via Moodle by Easter. MJ requested that all IDGG members trial the training and report to the next IDGG meeting.

Action: CE, all

JK stated that mandatory data protection training would provide good evidence of policy implementation and support GDPR compliance obligations. JK will discuss possible data protection module providers with other University information governance colleagues.

Action: JK

6. Items for formal approval

IT Monitoring Policy

CE presented an up-to-date and more user friendly version of the IT Monitoring Policy: there were no substantive changes. It was agreed that the Director of IT Services should be the authorising officer. The Group suggested the following moderate rephrasing:

Section 2: “Business and Community Engagement” revised to “business” partners

Section 4: Opening phrase “In accordance with UK legislation” to be removed.

Section 5: JK will revise wording regarding retention schedules

CE will confirm that monitoring is flagged in the IT Regulations and revise the wording of the policy before recirculating to the Group.
IT Systems Patching and Vulnerability Management Policy

CE presented the IT Systems Patching & Vulnerability Management Policy. The Group discussed whether mandating 30 days to update systems allowed users to operate for too long on potentially vulnerable systems. It was recommended that Central and College IT staff should collaborate to reduce the amount of time given to addressing vulnerabilities, and to ensure that there is no barrier to auto-patching systems. MJ & CMacD suggested that the policy should also include a clause explaining that it is applicable to individuals and their personal devices. MJ & CE will discuss the distinction between average user requirements and IT requirements and revise the wording if necessary.

With the minor changes noted, the group approved the policy, with an aim to reduce the patching timescales as soon as possible.

Action: CE & MJ

7. Items for information

None

8. A.O.B.

The Group agreed that the minute of the 20 September 2017 IGG meeting provided an accurate record of that meeting.

9. Date of next meeting

The next meeting of the IDGG is due to be scheduled for April 2018.