

Committee Terms of Reference: INFORMATION GOVERNANCE GROUP

Reports to: the University Executive

Occurrence: 3 times a year

Terms of reference last reviewed: September 2019; last revised: September 2019; and next due for review: September 2021

Members:

- University Secretary (Chair)
- Director of Information Services
- Data Protection and Copyright Manager
- Deputy Registrar (Student Administration)
- Head of Data Analysis and Reporting
- HR Metrics and Workforce Planning Manager
- Records Manager

7 members.

Quorum: 4 members.

In attendance:

At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

Remit:

The Information Governance Group shall consider operational aspects relating to the following at Aberystwyth University, advising the University Executive and other bodies as appropriate:

- Archives and records management;
- Collection and processing of student and staff data, including the use of such data for analytical and statutory return purposes;
- Copyright;
- Data Protection Act 2018, and General Data Protection Regulations;
- Freedom of Information, and the University's Publication Scheme;
- High-level compliance in relation to CCTV; and
- Security, integrity and quality of data collected and processed by the University.

Terms of reference:

1. To consider and recommend for approval by the University Executive, or by a governance committee via the University Executive:
 - a. Policies and procedures relating to matters within the Group's purview.
2. To consider and have authority to approve on behalf of the University Executive:
 - a. Action plans to ensure the effective implementation of agreed policies and procedures relating to matters within the Group's purview.
 - b. The provision of training to staff (and where not considered by another body within the institution, students)
 - c. The Strategy for the installation and deployment of CCTV at the University, and the associated CCTV Procedural Manual.

3. To receive reports for information and advise the University Executive, or a governance committee via the University Executive, as appropriate on:
 - a. Legislative and sector developments on matters within the Group's purview, advising and presenting proposals to the University and / or the Technology and Systems Steering Group as appropriate.
 - b. The collection and processing of data at the University – including personal information about staff and students, financial information, and research data – from a compliance and security perspective.
 - c. The development of any institution-wide sub-strategies relating to matters within the Group's purview.
-

Operation

The University Executive shall receive regular reports as appropriate on the Group's activities.

Matters relating to the systems and infrastructure required to enable the secure and compliant collection and processing of data shall be considered by the Technology and Systems Steering Group.