# UEB Information Management and Security Group

**Terms of Reference:**

1. To ensure that appropriate frameworks, policies, standards and systems exist for information management and governance, including:

    a. information security;

    b. legal and regulatory compliance;

    c. data assurance and external reporting.

2. To ensure the University approach is communicated to all relevant stakeholders.

3. To monitor the performance of information management, including the security, legal and regulatory compliance, data assurance and external reporting arrangements within the University.

4. To ensure that the University adheres to agreed Data Governance principles.

5. To provide reports and recommendations on the future development of information management and security, information governance and compliance, and data assurance and reporting.

6. To ensure that the University is compliant with relevant legal and regulatory frameworks as they apply to information management, including but not limited to OfS regulatory requirements including statutory reporting, the Data Protection Act, the Freedom of Information Act and General Data Protection Regulation.

7. To initiate and approve policies, guidance and projects in support of the purpose above.

8. To provide guidance and directives in respect of processes to assure appropriate outcomes.

9. To review and escalate risks and issues in respect of the University's processes, assets and regulatory environment as appropriate.

10. To report to UEB and the Council Audit Committee as required.


**Reports to:** University Executive Board.


**Membership:**

| Chair (Executive Director of Corporate Services): | |
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| Rob Sykes (Executive Director of Academic Services) (Interim Chair) | |

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| *Academic representatives* | Professor John Clark |
| | Professor Stephen Pinfield |
| *Executive Director of Academic Services* | Rob Sykes |
| *Executive Director of Corporate Services* | TBC |
| *University Secretary* | Dr Tony Strike |
| *Director of Information Technology* | Bella Abrams |
| *Director of Planning, Projects & Business Intelligence (or their representative)* | Kate Burden (Head of Business Intelligence & Reporting) |
| *Director of Library Services & University Librarian* | Anna Clements |
| *Director of Human Resources (or their representative)* | Rob Gower (Deputy Director of Human Resources) |

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| *Director of Corporate Communications & External Relations* | Tracy Wray |
| *Faculty Director of Operations (Science)* | Penny Jackson |

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| *In attendance:* | |
| *Head of Data Protection & Legal Services* | Luke Thompson |
| *Head of Information Security* | Chris Willis |
| *Head of Records Management & University Archivist* | Matthew Zawadzki |

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| *Secretary* | Elspeth Summerfield (University Secretary's Office) |