HERIOT WATT UNIVERSITY

UK | DUBAI | MALAYSIA

Global Information Governance and Data Protection Committee

TERMS OF REFERENCE

1. Constitution and Purpose

1.1 Effective information governance, and compliance with relevant legislation worldwide, underpins our strategy to build flourishing communities, pioneer in education and excel in research and enterprise within a globally connected University.

1.2 The purpose of the Committee is to:

a) Monitor the University and Heriot-Watt Group's compliance with the seven principles of data protection:

- Accountability
- Accuracy
- Data Minimisation
- Integrity and Confidentiality
- Lawfulness, Fairness and Transparency
- Purpose Limitation
- Storage Limitation

and provide assurance to the University Executive and other Executive Boards as appropriate.

b) Support the University and Heriot-Watt Group in identifying and managing its information needs, risks and responsibilities, to optimise the use of trusted information to support Strategy 2025 and suggest improvements based on sector benchmarking.

c) Review policies and procedures that comprise the Information Security Management System (ISMS), recommending action where appropriate to strengthen information and cyber security controls, taking account of applicable local laws and regulations.

d) Work closely with the Global Operations Executive and other relevant bodies to ensure that data protection principles, particularly data protection by design and default, and the principles of lifecycle information governance are embedded in all relevant projects.

e) Commit to communicating, maintaining, and encouraging a culture that values data quality throughout the University, promoting information governance as a key enabler for this.

2. Remit

2.1 The Committee is responsible for reviewing all relevant policies and procedures that comprise the Information Security Management System (ISMS), monitoring compliance with the ISMS, reviewing

incidents and recommending actions where necessary to strengthen information and cyber security controls across all campuses.

2.2 The Committee will receive regular reports from the Data Protection Officer (DPO) and Head of Information Governance on matters within their remit, including but not limited to:

- Monitoring compliance with GDPR and all applicable privacy and information governance laws and regulations across the Heriot-Watt Group;
- Monitoring the effectiveness of the governance and organisational framework for privacy risk management;
- Advising on Data Protection Impact Assessments and monitoring their use and implementation;
- Co-operation with the UK ICO and other applicable supervisory authorities;
- Issues that present higher data protection risks;
- Records of processing operations/activities;
- Information and cyber security incidents and lessons learned, jointly with the Head of Infrastructure and Service Experience, IS, where incidents have cyber security and other IT elements;
- Recommendations on lifecycle information governance strategy and policy to support the University's strategic objectives and comply with its obligations; and
- Completion of mandatory training and engagement with information governance learning and development initiatives.

2.3 The Committee will:

a) Review and endorse information governance and security strategy and policy for approval by the University Executive and where appropriate for statutory compliance, the Audit and Risk Committee.

b) Take ownership of and ensure the effectiveness of the University's Data Strategy, Information Governance Framework and information and Data Quality policies procedures and processes.

c) Recommend strategic priorities for information management, including the order of execution and prioritisation of data governance and data improvement initiatives across the University.

d) Drive and oversee alignment in the areas of data quality, information governance and information security across the University, including operational activities, projects and initiatives.

e) Promote training and awareness to facilitate learning and development on Information Governance matters.

f) The remit of the Committee applies to all locations from which University information is created and accessed, including home use. As Heriot-Watt is a global University, the remit of the Committee shall include the University's global activities and shall pay due regard to UK legislation and that of other relevant jurisdictions.

g) **Equality and Diversity**
The Committee will exercise its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working groups or committees established by the Committee. The Committee will also act to promote equality of opportunity for all colleagues who are involved in carrying out the business of the Committee.

3. Composition and Membership

3.1 The Membership of the Committee shall include:

a) Global Director of Governance and Legal Services (Chair)
b) Global Director of Information Services (or nominee)
c) Global Academic Registrar, Registry and Academic Support (RAS) (or nominee)
d) Global Director of Human Resources (or nominee)
e) Head of Prospect Experience and Conversion, Marketing, Recruitment, Admissions and Communications (MRAC)
f) Head of Development and Alumni Services (DAS) (or nominee)
g) Chief Operating Officer Malaysia (or nominee)
h) Chief Operating Officer Dubai (or nominee)
i) Head of Governance, Assurance and Legal Services, Dubai
j) A representative of the Heads of Operations in Schools
k) One or more representatives of research activities, including representatives from the University Committee on Research and Innovation, such as a Director of Research, and/or Research Engagement Directorate
l) Global Director Strategic Planning, Performance and Projects
m) Research Policy & Information Manager, Strategic Planning, Performance and Projects
n) Head of Assurance Services
o) Head of Information Governance and Data Protection Officer

3.2 The Committee may co-opt members who they consider to have particular skills and experience which would assist the work of the Committee.

3.3 The current membership of the Committee is as follows:

a) Sue Collier, Global Director of Governance and Legal Services (Chair)
b) Fraser Muir, Global Director of Information Services
c) Guilherme de Sousa, Head of Infrastructure and Service Experience, IS
d) Samantha Kane, Global Academic Registrar, RAS
e) Campbell Powrie, Head of Student Life and Deputy Academic Registrar (RAS nominee)
f) Richard Claughton, Global Director of Human Resources to July 2024
g) Penny McIntyre, Global Director of Human Resources from July 2024
h) Helen Hymers, Head of HR Policy (HR nominee) or
i) Lindsay Donoghue Head of HR Operations (HR nominee), or another
j) HR Division Head (HR nominee)
k) Ruth Swan, Head of Prospect Experience and Conversion, Marketing, Recruitment, Admissions and Communications (MRAC)
l) Paul Stephenson, Head of Development, DAS to July 2024
m) Timon Fermin, Development and Alumni Relations Services Manager (DAS nominee) from July 2024
n) Lynsey Cockburn, Project and Policy Coordinator (DAS nominee)
o) Janice Yew, Chief Operating Officer (COO) Malaysia
p) Janice Yew, Chief Operating Officer (COO) Malaysia
q) Kwee Sen Hiew, Deputy COO and Head of Finance, (Malaysia nominee)
r) Khairumukhriz Ridzwan, Manager Legal and Assurance Services, (Malaysia nominee), to May 2024
s) Sarah Fadzil, Manager, Legal and Assurance Services, (Malaysia nominee), from June 2024
t) Matthew Sukumaran, Chief Operating Officer (COO) Dubai
u) Kanwal Ahmed, Head of Governance, Assurance and Legal Services, Dubai

v) Darren Cunningham, Head of Operations, School of Social Sciences representing the Heads of Operations in Schools
w) Vacancy - University Research Ethics Committee (UREC)
x) Fiona Armstrong, Global Director, Research Engagement
y) Kirsty Scanlan, Global Director, Strategic Planning, Performance and Projects
z) Paul Thompson, Research Policy & Information Manager, Strategic Planning, Performance and Projects
aa) Jon Dye, Head of Assurance Services
bb) Ann Jones, Head of Information Governance and Data Protection Officer

4. Chair

4.1 The Chair of the Committee shall be the Global Director of Governance and Legal Services.

4.2 In the absence of the Chair of the Committee the Director of Governance and Legal Services will nominate an alternate Chair.

5. Frequency of Meetings

5.1 The Committee usually meets four times a year.

5.2 Additional meetings may be held in order to meet business requirements at the request of the Chair of the Committee.

6. Attendance at Meetings

6.1 In addition to the members, and associated with agenda business, other members of staff and external participants may be invited to attend on an ad hoc basis for particular agenda items.

6.2 The Committee will maintain a record of attendance at each of its meetings.

7. Reserved Business

7.1 There may be occasions when the Committee's business is designated reserved (confidential). On occasion, with the approval of the Chair, any member of the Committee may be asked to withdraw from the meeting during consideration of a reserved item of business.

7.2 The record of matters which the Chair and the Committee are satisfied should be dealt with on a reserved basis and will be recorded separately.

8. Reporting Procedures

8.1 The Committee reports to the University Executive.

8.2 The Chair and/or the DPO are responsible for escalating major risks arising from a breach of information security, or other major issues that affect strategic and operational risks, promptly to the University Executive and the University Secretary.

8.3 The DPO will report at least annually to the University Executive and ARC on compliance with data protection laws and will escalate urgent compliance issues promptly to the University Secretary.

8.4 The Chair, the Global Director of Information Services and the DPO will report as necessary to the Global Operations Executive, as part of a wider communications strategy to promote a culture of effective and responsible information governance and security management across the University.

8.5 The Chair will approve the content of Committee reports before release, including the redaction of any information deemed necessary for reasons of confidentiality.

8.6 The Committee's records (agenda, papers, minutes) are not included in the University's Freedom of Information Publication Scheme. Requests for access to information in accordance with Section 1 of the Freedom of Information (Scotland) Act (FOI(S)A) will be considered and managed in accordance with the public right of access to information under the Act, where appropriate, applying relevant exemptions under the Act to protect confidential information.

8.7 Minutes and reports of the Committee will denote those areas of reported business which are deemed to fall within the designation of information which is exempt from disclosure under the FOI(S) A at the time of writing.

9. Forward Planning

9.1 The Committee will review its Terms of Reference and submit recommendations on them to the University Executive annually.

9.1 The Committee will set its meeting dates one year in advance and will maintain an annual workload plan for the Committee.

10. Supporting Information

Groups feeding into the Committee

10.1
- Information Security Working Group

Effectiveness and lifespan

10.2 Lifespan ongoing

Actions that may be taken by the Committee

10.3
- Note, Receive, Consider, Endorse, Approve, Recommend, Reject

Minuting style

10.4 Traditional/formal minutes in accordance with internal University guidance.

Resources

10.5 **Clerk** Phil Mair, Senior Information Governance Assistant