THE GLOBAL INFORMATION GOVERNANCE AND DATA PROTECTION COMMITTEE (GIGDPC) TERMS OF REFERENCE

1. Constitution and purpose

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 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 security controls.

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.

2. Remit

a. 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 security controls.

b. 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 the effectiveness of the Committee organisational framework for privacy risk management
   - Advising on Data Protection Impact Assessments and monitoring their use and implementation
   - Co-operation with the supervisory authority (ICO)
   - Issues that present higher data protection risks
   - Records of processing operations / activities
   - Information security incidents and lessons learned, jointly with the Head of Infrastructure and Service Experience, IS, where incidents have IT elements
   - Recommendations on lifecycle information governance strategy and policy to support the University’s strategic objectives and comply with its obligations.
c. The Committee will 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.

d. 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.

e. 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 Membership

3.1 The Membership of the Committee shall include:

- Global Director of Governance and Legal Services (Chair)
- Global Director of Information Services (or nominee)
- Academic Registrar (or nominee)
- Global Director of Human Resources (or nominee)
- Executive Director of Marketing, Recruitment, Admissions and Communications (or nominee)
- Head of Development and Alumni Office (or nominee)
- Chief Operating Officer Malaysia (or nominee)
- Chief Operating Officer Dubai (or nominee)
- A representative of the Heads of Operations in Schools
- 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
- Research Policy & Information Manager, Strategy and Planning
- Head of Assurance Services
- Data Protection Officer and Head of Information Governance

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

3.3 The current membership of the Committee is as follows:

Sue Collier, Global Director of Governance and Legal Services (Chair)
Fraser Muir, Global Director of Information Services or nominees:
Guilherme de Sousa, Head of Infrastructure and Service Experience; and
William Morrison, Head of Applications and Data
Paul Travill, Global Academic Registrar or nominee
Richard Claughton, Global Director of Human Resources or nominee
Ruth Swan, Head of Prospect Experience and Conversion, Marketing, Recruitment, Admissions and Communications (MRAC)
Kerryn Kirkpatrick, Head of Development and Alumni Office or nominee:
Keith Scott, Alumni Relations Services Manager
Janice Yew, Chief Operating Officer Malaysia or nominee
Matthew Sukumaran, Chief Operating Officer Dubai or nominee:
Kanwal Ahmed, Head of Governance, Assurance and Legal Services, Dubai
Darren Cunningham, Head of Operations, School of Social Sciences representing the Heads of Operations in Schools
Research Engagement Directorate: to be nominated
Paul Thompson, Research Policy & Information Manager, Strategy and Planning
Jon Dye, Head of Assurance Services
Ann Jones, Data Protection Officer and Head of Information Governance

4 Committee Chair

4.1 The Chair of the Committee shall be the 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

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 Secretary of the University.

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 Secretary of the University.

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 these to the University Executive annually.

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

Supporting Information

Committees/Groups feeding into the GIGDPC

Information Security Working Group

Effectiveness and lifespan

Lifespan ongoing.

Actions that may be taken by the Committee

The Group may:

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

Most appropriate minuting style

Traditional / formal minutes in accordance with internal University guidance.

Resources

Clerk Sarahna Rowley

Meetings Four times per academic year.