Information Governance Policy Statement

Objective

The objective of this policy is to ensure that University employees, visitors, and contractors are aware of the University’s requirements with regard to the use of information under its stewardship.

Purpose

The purpose of the Information Governance Policy is to provide a reference regarding:

- Which legal and regulatory frameworks the University endorses for managing and using information;
- The University’s position on, and the importance with which it views, information governance; and
- The University’s attitude toward the confidentiality, transfer and management of confidential information.

Accountability

Executive Committee is accountable for defining the policy.

The Head of Information Governance has responsibility for maintaining the policy and providing advice and guidance on its implementation.

Managers are directly accountable for implementing the policy within their business areas, for ensuring that their staff receive appropriate training, and for adherence by their staff.

It is the accountability of each employee, visitor, or contractor to adhere to this policy.

Policy Statement

Custodians of information that is within the stewardship of City University, its visitors, or its contractors must:

- Ensure an appropriate balance between openness and confidentiality in the management of information and its uses;
- Ensure that data is managed in line with the principles of the Data Protection Act 1998, specifically with respect to:
  - Processing personal data fairly and lawfully
  - Processing personal data for specified purposes
  - Relevant Information standards
  - The rights of individuals
  - Information security
  - Sending personal data outside the European Economic Area
- Ensure that non-confidential information held by the University is available to the public through a variety of means to ensure compliance with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004;
- Ensure that Information is only used and accessed in a way which is compliant with the Lawful Business Practice Regulations, and Privacy and Electronic Communications Regulations; and
- Ensure that the exchange or sharing of any information is only carried out when necessary, within the scope of the University’s Data Protection Registration and within strict guidelines under which information was obtained and outlined at the time or with the person’s consent.

1 Incorporating Data Protection, Freedom of Information, Environmental Information Regulations, Lawful Business Practice Regulations, and Privacy and Electronic Communications Regulations
The University will ensure that:

- There are clear procedures for handling access requests from staff, students and the public;
- Training in Information Governance is available to staff to ensure they are aware of their responsibilities; and that
- Risk assessment, in conjunction with overall priority planning of organisational activity is undertaken to determine that appropriate, effective and affordable information governance controls are in place.

The Policy will be reviewed annually.