**ST GEORGES, UNIVERSITY OF LONDON.**

**INFORMATION GOVERNANCE STEERING GROUP - TERMS of REFERENCE**

**Information Governance Steering Group
Purpose:**

The Information Governance Steering Group (IGSG) provides high level oversight and support to the Senior Information Risk Owner (SIRO). It determines the long-term information governance framework, monitors progress and provides assurance that information risk is being properly assessed, controlled and mitigated.

**Membership:**

* **The Chair**
* The chair will be the Director of Information Services in his capacity as the Senior Information Risk Owner (SIRO)
* **Membership**
* Chief Operation Officer (Deputy SIRO)
* SGUL Information Asset Owners:
* Professional and Academic Services Directors (or their nominated representatives).
* Dir JRES (or nominated representative).
* Dean of the Joint Faculty (or nominated representative).
* Institute Information Governance Leads (on behalf of Institute Directors)
* PHRI
* II&I
* MCSRI
* IMBE
* Head of Information Governance
* Data Protection Officer
* **In Attendance**
* Specialist staff invited by the SIRO

**Key Objective**

To ensure that there is clear direction, visible ownership and management support for Information Governance (IG) across St Georges, University of London (SGUL) and that information risk is effectively managed across the organisation.

**Remit:**

Key responsibilities of the IGSG are to:

* Ensure that SGUL IG framework and systems effectively manage and monitor information risk and ensure compliance in line with IG national standards and legal requirements. (e.g. Data Protection Act 2018)

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* Ensure that SGUL staff (Permanent, Temporary & Honorary) are aware of and are complying with the information governance policies and procedures that affect them and that they attend or complete training as required.
* Monitor recorded information risks and the implementation and effectiveness of associated controls to meet current legislation. Covering, but not exclusive to, the Record of Processing Activities, Data Protection Impact Assessments and Personal Data Breaches and requests for information the Freedom of Information Act and Subject Access Requests.
* Monitor compliance with the NHS Data Security and Protection Toolkit Requirements.
* Provide a focal point for the resolution and/or discussion of Information Governance issues.
* Report on information risks to the Executive Board.
* Reviewing and making recommendations on IG policies for approval by the Executive Board.

**Accountability**:

The group, through the SIRO, reports to the Executive Board and Council.

**Meetings and Reporting**

Meetings will be bi-monthly. Minutes of each meeting will be circulated within two weeks of the meeting.

**Approval and Review**

These terms of reference will be reviewed regularly and any changes agreed with the

Executive Board.

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