



UNIVERSITY OF  
PLYMOUTH

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## INFORMATION GOVERNANCE ROLES AND RESPONSIBILITIES

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Author: Emma Wainman  
Date: 30/11/2018

Document Security Level: PUBLIC  
Document Version: 2.0  
Review Date: Q4 2019

# Information Governance Roles and Responsibilities

## Information Governance Roles and Responsibilities

### 1. Information as a strategic asset

#### 1.1 Purpose

The document establishes the roles and responsibilities associated with the governance of the University's information and data assets.

#### 1.2 Audience

This policy applies to all members of the University and its partner organisations that have responsibility for any aspects of University data collection, maintenance or disposal.

#### 1.3 Scope

The policy relates to institutional or management data across the following domains:

- Space and Asset data
- Finance data
- Learning resource data
- Research activity data
- Staff data
- Student data

### 2. Definitions

**Data and Information:** Data are facts and statistics collected together for reference or analysis. When data is processed, organised, structured or presented in a way that gives it context and therefore makes it more useful, it is called "information"

In the context of this document and the University's Information Governance framework, the terms "data" and "information" can be used interchangeably.

### 3. Roles and Responsibilities

Role	Responsibilities	Role Holder
<b>University Executive Group</b>	<p>Key role in fostering a data protection culture within the University</p> <ul style="list-style-type: none"><li>• Receiving assurance and reports from the SIRO and DPO in relation to organisational compliance</li><li>• Enabling the DPO to perform their statutory requirements and is provided with the necessary time, resources and support.</li><li>• Ensuring the DPO is involved as required in all issues which relate to the protection of personal data.</li></ul>	Members of UEG

## Information Governance Roles and Responsibilities

<b>Senior Information Risk Owner (SIRO)</b>	<p>Senior executive with overall responsibility for information as a strategic asset:</p> <ul style="list-style-type: none"> <li>• Providing accountability and assurance to UEG that information governance policies, including data protection and information security policies are complied with.</li> <li>• Management of responses to data protection breaches</li> <li>• Enabling the DPO to perform their statutory requirements and is provided with the necessary time, resources and support.</li> <li>• Ensuring the DPO is involved as required in all issues which relate to the protection of personal data.</li> </ul>	University Registrar and Secretary
<b>Data Protection Officer</b>	<p>A statutory role which advises on the University's compliance with data protection legislation.</p> <ul style="list-style-type: none"> <li>• Providing advice and recommendations to the SIRO and UEG in relation to data protection risks</li> <li>• Enabling and monitoring compliance with data protection legislation.</li> <li>• Reviewing and periodically reporting on the University's data protection compliance</li> <li>• Advising the SIRO in relation to personal data breaches</li> <li>• Being the University's contact with the Information Commissioner's Officer</li> </ul> <p>The DPO role does not engage in decisions relating to the processing of personal data.</p>	Academic Registrar
<b>Information Asset Owners</b>	<p>Role ensures that information assets are managed appropriately:</p> <ul style="list-style-type: none"> <li>• Managing data protection risks</li> <li>• Ensuring consistent local processes are developed, implemented and reviewed</li> <li>• Monitoring and reporting on compliance as required</li> </ul>	Executive Deans Directors DVCs
<b>Privacy Coordinators</b>	<p>Role is responsible for data protection compliance in their area and be the point of contact for the central GDPR team</p>	Individuals nominated by

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		Information Asset Owners
<b>Information Asset Stewards</b>	Information Asset Stewards ensure that the daily operation of systems is compliant with information governance requirements	Individuals who are responsible for maintaining key systems containing information assets
<b>Information Asset Administrators</b>	All individuals and organisations who process information on behalf of the University have a responsibility to comply with information governance policies, including data protection and information security policies and procedures.	All individuals and organisations who process data on the University's behalf

### 4. Information Governance Support Groups

Group	Description	Membership
<b>Information Governance Committee</b>	Supports the SIRO to fulfil their responsibilities	SIRO (Chair), IAOs, Faculty representation, DPO
<b>IDMAG</b>	To advise the SIRO and IGC and provide professional guidance on best practice regarding the lifecycle for the creation, collection, curation, security and governance, access or usage, disposal or retention and preservation, of any information and data assets required and managed by the University	The group brings together data, information and security specialists from across the University.
<b>Process Group</b>	Groups of Information Asset Stewards/Administrators working together to interpret standards of best practice and adapt them for local implementation in their operational areas eg Student process groups for Admissions or Enrolment	Depending on the nature of the process the group brings together appropriate IASs and Privacy Coordinators

#### Document Control

Version	Contributors	Details	Date	Approved by	Position	Date
1.0	JG,EMA,PA	Approved by Data Quality Committee	10/12/14	DQC		9/12/14
1.1	EMA	Amended typo in review date	16/7/15			
1.2	IDMAG	Updated roles	14/10/16			
1.3	LC	Amended typo	16/11/16			
2.0	EW	Updated roles	IG 3/9/18			