Information Assurance & Security Committee

1. Constitution

1.1 The Vice-Chancellor's Executive (VCE) has established an Information Assurance & Security Committee (IAS), which reports to the IT Management Board (IM).

1.2 IAS will liaise with the Capital Programmes Board, when necessary, to ensure they support each other and do not duplicate efforts.

2. Scope

2.1 IAS leads the university's information security programme. It ensures good information security governance across the university.

2.2 IAS oversees the university's data protection responsibilities including but not limited to compliance with the data protection legislation, including the effective removal or archiving of data when it is no longer required operationally.

2.3 IAS reviews and contributes to the university's information security management system (ISMS) and oversees the maintenance of its information & cyber security certification.

3. Membership

3.1 The membership shall be as follows:

Ex Officio

- Academic member appointed by VCE *(Chair)*
- Executive Director and Chief Information Officer (ILS) *(Vice-Chair)*
- University Secretary *(Vice-Chair)*
- Associate Director – Office of the CIO (ILS)
- Principal Strategy and Information Security Officer (ILS)
- Associate Director – Technology & Operations (ILS)
- Head of Cyber Security (ILS)
- Associate Director – Digital Service Delivery (ILS)
- Legal Advisor (Information Compliance and Contracts) (VCO)
- Greenwich Students Union CEO or nominee

Other Members

- Member from Student & Academic Services
- Member from People Directorate
- Senior Technical Manager (FES)
- Faculty Technology Enhanced Learning Tutor (GBS)
- Faculty Operating Officer (FEHHS)
- Drill Hall Library representative
- Member from Academic Centre of Excellence in Cyber Security Education

3.2 The other Members of the Committee shall normally be appointed annually to the Committee by the Chair.

4. Attendance at meetings

4.1 At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5. Frequency of meetings

5.1 The Committee shall normally meet every two months.

5.2 The Chair may call additional meetings as necessary.

6. Delegated Authority

The Committee is authorised by the Vice Chancellor's Executive to approve the following:

6.1 Plans to implement the information security strategy.

6.2 Action plans to take advantage of opportunities and mitigate risks within the committee's remit.

6.3 Good practice and procedures, ensuring adherence to legal and regulatory requirements and best practice.

7. Other Duties

The other duties of the Committee shall be to:

7.1 Review and contribute to the development of the university's information security strategy, making recommendations to IM where appropriate.

7.2 Oversee the implementation of the university's information security strategy and plans.

7.3 Improve information security capabilities and cyber resilience through initiatives that are reflective of best practice. Recommendations to IM will be made collaboratively through meaningful discussions and active engagement based on the expertise of the committee's members.

7.4 Review information security and data protection requirements for projects undertaken by IM, the Capital Programmes Board and any other Boards charged with delivery of a university sub-strategy or enabling strategy. Recommend projects to enhance information security to the appropriate Board in accordance with the Delegation Framework and assist IM in implementation as required.

7.5 Review and contribute to the continual improvement of the university's information security management system (ISMS) and the maintenance of its information & cyber security certification including:

- Changes in internal/external issues relevant to ISMS

- Feedback on information security performance, including audit planning and results, non-conformities and corrective action, and fulfilment of security objectives
- Results of risks assessments and risk treatment plans
- Opportunities for continual improvement of ISMS

7.6 Oversee information and records retention, ensuring consistency and monitoring compliance.

7.7 Review and contribute to the development of policies related to the university's information security. Ensure adherence to legal and regulatory requirements and best practice. Make recommendations to IM for approval.

7.8 Review relevant new legislative requirements and regulation, assess their implications and where necessary consider changes to or new policies and procedures.

7.9 Monitor and audit compliance with information security policies, procedures and statutory requirements. Report to IM on significant non-compliance issues.

7.10 Review information security and data protection incidents, lessons learned and make recommendations or take action, as necessary.

7.11 Regularly scan the Higher Education sector and other organisations for trends, issues, best practice and innovation, which are worth considering for implementation.

7.12 Promote a culture whereby students and staff are aware of information security and where to get necessary information. Ensure good communications to achieve this.

7.13 Provide a forum for sharing good practice about information security across the university; and

7.14 Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Committee's business.

8. Standing Orders

8.1 The Committee must adhere to the Standing Orders for Academic and Executive Committees.

9. Version Control

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4.1	03/10/2023	Head of Information Security and Compliance	Job titles updated
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3.0	30/09/2020	Information Security and Compliance Manager	Annual Review

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Document owner: University Secretary