



UNIVERSITY OF  
CAMBRIDGE

# School Information Security Oversight Committee

Terms of Reference

## 1. Document Control

Rev.	Author	Date	Comments
0.1	Richard Bartlett	23 Mar 2016	Submitted to School IT Committee for approval
0.9	Richard Bartlett	19 Apr 2016	IT Committee approved document submitted to Council of School
1.0	Richard Bartlett	20 Apr 2016	Final version approved by Council of School

## 2. Constitution

The Information Security Oversight Committee (ISOC) has been established by the School of Clinical Medicine IT Committee.

## 3. Terms of reference

### 3.1. Purpose

Provide assurance to the School of Clinical Medicine IT Committee that appropriate information security policies and procedures are in place across all School IT Service Providers; to protect the data gathered, stored and processed as part of the School's activities.

### 3.2. Objectives

- Set where appropriate School level policy for;
  - Information Security
  - Data storage and backup
  - Acceptable Use
- Ensure that all School IT Service Providers have appropriate policies and procedures in place to meet the outcomes defined in School level policy
- Approve and annually review the implementation of any safe havens under the School's Information Governance Toolkit (IGT)
- Assist the School Information Governance Officer in maintaining the IGT Improvement Plan
- Review information security breaches reported under the scope of the School's Information Governance Policy and make recommendations for actions to prevent or mitigate recurrence.

## 4. Membership

- Chair - Head of the Clinical School Computing Service
- The School Research Governance Officer
- A technical representative from UIS Information Management Division
- Technical Representatives responsible for operation of each approved 'safe haven'.
- Two Clinical School Research Academics
- Two IT Managers from School IT Service Providers
- Other members may be appointed by a meeting of the committee

### 4.1. Quorum

Business will only be conducted if the meeting is quorate. The Board will be quorate with half of the members being present.

#### **4.2. Attendance by members**

The Chair(s) will be expected to attend 100% of the meetings. Other committee members will be required to attend a minimum of 50% of all meetings.

#### **4.3. Attendance by others**

Managers may be Co-opted to attend as necessary.

### **5. Accountability and Reporting Arrangements**

5.1. Members will be invited to declare any interests they might have in any issues arising at the meeting that might conflict with the business of the service.

5.2. The minutes of the committee will be formally recorded and available to the School of Clinical Medicine IT Committee

5.3. The minutes of the committee excluding reserved items will be available to the Clinical School

### **6. Frequency**

6.1. Meetings will be held three times per annum.

6.2. Additional meetings may be arranged when required.

### **7. Review**

The Information Security Oversight Committee will review its Terms of Reference on an annual basis.