



School IT Committee Meeting

Wednesday, 26th July 2017

Present:

Gordon Smith (Chair) (GS)
Richard Bartlett (RB)
Caroline Edmonds (CE)
Randy Read (RR)
Matt Burgess (MB)
Litsa Biggs (LB)
James Hargrave (JH)
Nigel Berryman (NB)
Shamith Samarajiwa (SS)
Bertie Gottgens (BG)
Mary Dixon-Woods (MDW)

Apologies: Lydia Drumright (LD), Chris Wallace (CW), Guy Williams (GW), Andrew Leedham (AL) and John Sinclair (JS).

2. Minutes of the Previous Meeting

The minutes of last School IT Committee meeting held on 22nd March were approved.

The Committee agreed that Information Security should be added to the agenda as a separate item.

3. Matters Arising

MDW noted that there was some confusion over committee membership. The minutes mention an action point for RB to ask John Danesh to nominate someone from the PHPC to sit on this Committee. This was incorrect and the nomination actually relates to another committee - the High Performance Computing Service Committee (a sub-committee of the Research Policy Committee, which also reported to the Information Services Committee).

RB reported that CSCS was in discussion with Jon Holgate (Head of Network Division, UIS) on possible mechanisms for reporting fraudulent emails and the benefits which would be realised by doing so.

RB proposed that the representation on this Committee from the five transferred MRC Units should be increased from one member to two members, and the Committee agreed with this proposal.

Action Point – RB to invite Dr Dennis Norris (MRC CBU) to join the Committee.

4. Policy

i) Cyber Security

The Committee discussed how cyber security risks could be reduced. RB highlighted the UIS's Cyber Security Program which would introduce a new intrusion detection system. He added that the move from Hermes to Exchange Online would also improve filtering. He reported that CSCS was currently restructuring its mail infrastructure and had recently bought some software from Fortinet to help with filtering.

ii) **GDPR impact on policy**

MDW reported on the General Data Protection Regulation (GDPR) which would replace UK legislation relating to data protection. She said the UK had committed to implementing the GDPR despite its planned exit from the EU. The GDPR would expand the scope of data protection such that individuals have greater rights. Any organisation that collects or processes information about EU persons, wherever they are based, must comply with the GDPR. The GDPR applied to processing carried out by organisations operating within the EU. It also applied to organisations outside the EU that offer goods or services to individuals in the EU. Only fully anonymous data (which cannot be re-identified) is exempt; pseudonymised data is not. Data transfers to jurisdictions thought to have an inadequate level of data protection would be prohibited, though where public interest applies transfer of data to third countries with inadequate protections may be allowed. Organisations would be required to implement technical and organisational safeguards for data protection. Mandatory breach notifications apply. The GDPR would include provision for penalties for breach amounting to 4% of annual turnover or £20m whichever is the larger of the two. Organisations such as the University would be required to appoint a data protection officer. The GDPR included a number of special provisions relating to research and health research, but much depends on how these would be translated into UK law and practice.

RB informed the Committee that CSCS was already familiar with some of the requirements of the GDPR due to its work to comply with the requirements of the NHS Digital Information Governance Toolkit. He added that they were currently looking into training to improve their awareness of what would be required. He said that he expected a substantial amount of information to starting flowing quite quickly – the ISSC Sub Group would meet very shortly and draw up a checklist of actions.

Action point – RB to draft a brief report on the GDPR to take to the Council of School; this should include requirements, actions and any identifiable areas of risk.

5. Strategic planning

i) **2017 – 2018 CSCS Staff Budget**

RB briefed the Committee on the CSCS Staff Budget Plan for 2017 -2018. This plan included provision for a number of re-grades to address flight risk as well as provision for several cost saving lower grade roles. The plan had now been reviewed and provisionally approved (pending amendments) by School HR and the School's Finance Manager, and the 2016 – 2017 financial summary (to be circulated at November's meeting) would reflect the new staff costs.

ii) **Timetabling and Scheduling**

LB reported on timetabling and scheduling. She recently had a meeting with Dave Connor (CSCS Development Services Manager), William Mair (Educational Technologist) and various others to discuss timetabling, scheduling and room bookings. CSCS had a new developer who was going to start work on calendars (which incorporated some elements of timetabling) however this individual left shortly after starting, so they would need to discuss how to take this project forward. RB confirmed that CSCS would be re-advertising this post very shortly.

Action point – RB and LB to discuss scheduling and also support from CSCS for the Education Division's new clicker software.

6. Performance

RB discussed the contents of a paper he had previously circulated on the CSCS Performance metrics. He said that there had been 10 'major incidents' during this academic year and there appeared to be an unknown issue with email infrastructure which CSCS was currently investigating.

7. CSCS Finances

RB gave a very brief report on CSCS's finances. He told the Committee that the finances were healthy but the capital reserves were lower than at the end of last year due to investment in network infrastructure and expenditure on fixed term posts.

8. University IT (UIS and ISC)

JH (attending on behalf of AL) gave the Committee a brief update on University IT:

- He passed on AL's apologies for not attending this meeting. He reminded the Committee that AL is the new UIS SPS/SCM Relationship Manager and, in future, he would attend these meetings on behalf of the UIS and would replace Richard Hey who had stepped down from this Committee.
- Martin Bellamy was leaving the UIS and Ian Leslie would take over as Acting Director until new arrangements were in place.
- With regard to Cyber Security:
 - An online form incident reporting form had been introduced.
 - An online cyber security training course was now available.
 - A new managed firewall service was available for departments to use should they wish to do so.
 - An intrusion prevention service was being introduced on a trial basis. It would monitor email traffic and would flag up any suspicious activity.
 - A cyber security maturity model was being piloted; it would enable institutions to judge their cyber security arrangements against set criteria.
 - The business case for an Information Asset Register Project would shortly be reviewed by the ISSC-SG. As part of the project an Information Security Systems Checklist would be developed.
- UIS was reviewing departmental storage requirements and looking at how it should charge for this storage.

RB also briefed the Committee on a couple of joint projects between UIS and CSCS.

- CSCS was actively pursuing a development with the UIS Development Services Team which would extend the functionality of RAS (Recruitment Administration System) and Web Recruitment to fulfil a need which the School's Recruitment Team had requested. CSCS would do the development work for the Recruitment Team and the functionality might then be rolled out throughout the University.
- CSCS might also undertake a small development with UIS to allow the reporting of assessment results from the UIS Moodle VLE.

9. NHS IT matters

MDW mentioned an important forthcoming lecture by the distinguished Professor Bob Wachter, University of California on 8 November 2017, 5.30-7.30pm entitled "The Digital Doctor: Hope, Hype, and Harm at the Dawn of Medicine's Computer Age". Sign up here: <http://www.phpc.cam.ac.uk/ceu/event/title-to-be-confirmed-professor-robert-wachter-professor-and-chair-department-of-medicine-university-of-california-san-francisco/>

10. Any other business

None

11. Date of Next Meeting

Wednesday, 22nd November, 2pm – 3.30pm.