

INFORMATION MANAGEMENT FRAMEWORK

Contents

1. Principles.....	1
2. Implementation.....	2

Document Control Information	
Version control	[1.0]
Owned by:	[Director of IT Services]
Latest amendment on:	[10/04/2022]
Approved by:	[Senior Leadership Team]
Approved on:	[14 June 2022]
Coming into effect on:	[14 June 2022]
Review date:	[June 2023]

1. Principles

1.1. The University will:

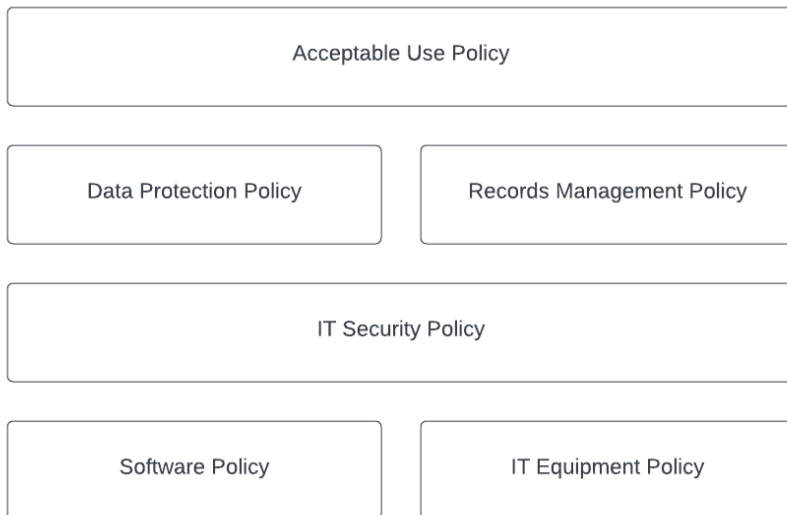
- a) Develop systematic and consistent practices for creating, managing and using information to support the University’s mission.
- b) ensure that all information is held and managed in compliance with the University’s legal obligations and good information practices, including:
 - i) only holding and managing information that is needed for University purposes.
 - ii) not holding information longer than necessary.

1.2. take effective measure (both technical and organisational) to safeguard the information it holds.

2. Implementation

2.1. To implement the principles the University has adopted the following policies and procedures:

- a) Data Protection Policy
- b) Records Management Policy (and Records Retention Schedules)
- c) ITS Policy Framework
 - i) Acceptable Use Policy
 - ii) IT Security Policy
 - iii) IT Equipment Policy
 - iv) Software Policy



2.2. In line with the Policy Framework Regulations, the Vice Chancellor delegates to the Information Compliance Committee the authority to amend or revoke the above policies. The Information Compliance Committee shall issue such policies and procedures only in accordance with the Policy Framework Regulation and shall notify SLT of any such policies and procedures.

2.3. In addition, the Chief Operating Officer, PVC Student Services (or equivalent) and Director of ITS are authorised to issue Standard Operating Procedures to the staff in their departments regarding operational or technical matters that do not require a pan-University policy. Such Standard Operating Procedures shall only be issued having had due regard

to any guidance issued by Information Compliance Committee, and any such Standard Operating Procedures shall be notified to Information Compliance Committee.