Senior Information Risk Owner Role Description

1. Document Information	
Document Name	SLMS-IG02 SIRO role
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Issue Date	14/12/2020
Approved by	Chair of SLMS IGSG
Next review	Three years

2. Document History		
Version	**Date**	**Summary of change**
0.1	04/12/2012	First draft for discussion
0.2	14/12/2012	Incorporated comments from John Duncan
0.3	28/02/2013	Incorporated comments from Bridget Kenyon, Anthony Peacock, Alice Garrett and Shane Murphy
0.4	18/03/2013	Additional amendments from Shane Murphy
1.0	02/08/2013	Approved by Chair of SLMS IGSG
1.1	20/11/2014	Amendments by Trevor Peacock following internal audit
2.0	11/12/2014	Approved by Chair of SLMS IGSG
2.0	29/11/2017	Re-approved by Chair of SLMS IGSG
2.1	17/11/2020	Updated to reflect UCL-wide nature of IG Framework
3.0	14/12/2020	Approved by IG Steeing Group

The Senior Information Risk Owner (SIRO) will be a senior member of UCL Management and a member of the UCL Leadership Team.

The SIRO is expected to understand how the strategic academic goals of the organisation may be impacted by information risks and take ownership of the Research Information Governance Policy. It is suggested that the role will be assigned to the UCL Leadership Team member leading on information governance.

The SIRO will act as an advocate for information risk on the UCL Leadership Team and in internal discussions and will provide assurance to the Provost in regard to the effective management of information risk within UCL.

The SIRO will work within a simple governance structure with clear lines of Information Asset Ownership and defined roles and responsibilities to ensure that identified information security risks are followed up and incidents managed. The SIRO will also ensure that the UCL Leadership Team and Provost are kept up to date on all information risk issues.

The role is supported by the IG Lead, and other roles detailed in the Information Governance Framework (see IG Framework – Roles and Responsibilities).

Key responsibilities of the Senior Information Risk Owner

The key responsibilities of the SIRO will be met by chairing the IGSG and include the following:

- Oversee the development and maintenance of the Research Information Governance Policy within the existing Information Governance Framework
- Take ownership of the information risk management process
- Review and agree action in respect of identified information risks
- Oversee information risk management ensuring that identified information threats and vulnerabilities are followed up for risk mitigation, and that perceived or actual information incidents are managed in accordance with UCL requirements
- Receive assurances that effective mechanisms are in place for the following
    - o Ensure that UCL's approach to information risk is appropriate and effective in terms of resource, commitment and execution and that this is communicated to all staff
    - o Provide a focal point for the resolution and/or discussion of information risk issues
    - o Ensure the UCL Leadership Team is adequately briefed on information risk issues.
    - o Relevant UCL staff receive appropriate IG Training

- Undertake annual SIRO training
- Provide leadership for Information Asset Owners through the creation of information risk reporting structures
- Champion risk management performance including potential cost savings and productivity improvements