



IG Lead Role Description

1. Document Information

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Next review	Three years

2. Document History

Version	Date	Summary of change
0.1	11/01/13	First draft for discussion
0.2	29/01/13	Second draft for discussion
0.3	14/03/13	Minor changes after review by Alice Garrett
1.0	02/08/13	Approved by Chair of SLMS IGSG
1.1	10/03/15	Addition of responsibility for evaluating effectiveness of ISMS through metrics T. Peacock
2.0	20/03/2015	Approved by Chair of SLMS IGSG
2.1	07/06/2016	TP - added responsibility for contact with external partners
3.0	09/06/2016	Approved by Chair of SLMS IGSG
3.1	21/03/2017	Updated terminology and included items that more clearly reflect IG Toolkit requirements
4.0	29/03/2017	Approved by Chair of SLMS IGSG
4.1	27/11/2020	Scheduled review. Removed references to SLMS to reflect broader scope of IG Framework
5.0	14/12/2020	Approved by Chair of IGSG

Role:

The Information Governance (IG) Lead takes the strategic lead in the development and management of the Information Governance Management Framework within UCL. The role holder has overall responsibility for providing the necessary assurances to the Senior Information Risk Owner (SIRO) for NHS Digital's Data Security & Protection (DSP) Toolkit annual submissions covering the initiatives:

- IG Assurance
- Data Protection and Confidentiality Assurance
- Information Security Assurance through UCL's Information Security Management System (ISMS)

They are responsible for developing and implementing the Information Governance Policy and ensuring that it is current.

Responsibilities include the annual Improvement Plan for the DSP Toolkit and the related annual assessment. The responsibilities for the DSP Toolkit include the measurement and subsequent analysis of metrics to identify development and implementation of appropriate and robust controls and procedures.

The IG Lead ensures that the Research Information Governance Policy is developed and monitored across the complex areas of research and secondary use services, based on a sound understanding of current legislative requirements, continually changing technology advances and NHS national requirements.

The IG Lead provides assurances and advice on information governance management assurance data protection and confidentiality assurance and information security assurance to the SIRO and Information Governance Steering Group (IGSG).

The IG Lead acts as a point of contact and liaison with external bodies, such as NHS Digital, Confidentiality Advisory Group, UCL Partners and UCL's NHS partners

The IG Lead provides specialist expert advice to the UCL Senior Information Risk Owner, ensuring the organisation operates within legal and ethical frameworks relating to information governance.

The IG Lead ensures that Information Governance data handling requirements, standards and formal training is adequate and relevant for staff, external parties and researchers.

The IG Lead is provided with the necessary assurances that information handling activities are adequately monitored to manage risk and ensure compliance with law, regulation and contracts.

The IG Lead ensures that the IG Officer supports visits from internal audit, external audit and monitoring visits from appropriate bodies to discharge responsibilities in relation to the visibility and adequacy of IG processes and procedures.

Key Responsibilities of the IG Lead:

- Ensure there is an up to date IG policy in place and that it is reviewed annually by IGSG
- Develop guidance on lawful and appropriate sharing of confidential personal information and respecting service user wishes
- Develop confidentiality audit procedures that cover monitoring and auditing access to confidential personal information
- Compile and maintain an information asset register
- Identify and advise on overseas transfers of data outside of the UK
- Act to manage information security incidents within the scope of the ISMS and DSP Toolkit
- Ensure that the approach to information handling is communicated to all staff
- Act as point of contact with external bodies on behalf of UCL
- Receive all necessary and reasonable assurances from staff given information governance assurance, information security assurance and data protection and confidentiality assurance responsibilities
- Receive assurances in particular for the monitoring of information handling activities to ensure compliance with law, regulation and contracts
- Receive all necessary and reasonable assurances on the adequacy of the annual Information Governance Improvement Plan
- Evaluation and analysis of the effectiveness of the ISMS based on results of measurement and monitoring

- Recommend and support when appropriate regular Information Governance management reports to the IGSG including but not limited to Confidentiality Audits and Serious Incidents Requiring Investigation (SIRIs)
- Receive assurances that staff are sufficiently trained to support their role
- Receive assurances that UCL has submitted the IGSG approved annual Data Security and Protection Toolkit Assessment
- Be appraised of monitoring visits from appropriate bodies, (e.g. regulatory visits) and to delegate all necessary and reasonable support through the IG Officer and other staff who have Information Security Assurance and Data Protection and Confidentiality Assurance responsibilities.