



SLMS IG Officer Role Description

1. Document Information

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Next review	Three Years

2. Document History

Version	Date	Summary of change
0.1	29/01/13	First draft for discussion
0.2	14/03/13	Minor changes after review by Alice Garrett
1.0	02/08/13	Approved by Chair of SLMS IGSG
1.1	07/12/2015	Amendments to align with responsibilities of Data Safe Haven Support Officer
1.2	08/02/2016	Incorporated feedback from K Kingan, J Hindley and A Peacock
2.0	22/02/2016	Approved by Chair of SLMS IGSG

Role:

The main focus of this role is to support the strategic and operational information governance functions of the UCL School of Life and Medical Sciences (SLMS) and its associated projects, to ensure that SLMS operates within and maintains appropriate standards of information governance and complies fully with the IG Framework.

The IG Officer's role is primarily advisory, appraising the IG Lead of the current state of IG compliance within SLMS and escalating issues and incidents as necessary.

To achieve this, the post holder will work closely with and provide assistance to the IG Lead. The work has three distinct support components as follows:

- Information governance assurance
- Data protection and confidentiality assurance
- Information security assurance

Key activity areas include, but are not limited to the following:

Information Governance Assurance Management

The IG Officer maintains the Information Governance Framework documentation and structure for the SLMS in accordance with the SLMS IG Framework. Additionally, the role is responsible for:

- Collation and maintenance of the annual Improvement Plan for the HSCIC Information Governance Toolkit and the related annual assessment.
- Coordinating and scheduling activities to support the Data Safe Haven ISO27001 ISMS, including maintenance of documentation.
- Obtaining information and evidence from the UCL Data Protection Officer and Head of Information Security.

The role requires the maintenance of accurate IG Training records for staff completing appropriate training in relation to their responsibilities. Reports are provided to the IGSG as well as individual reports for Information Asset Owners. Areas of non-compliance are highlighted to the IG Lead. The IG Officer maintains and delivers, where appropriate, formal training and presentations to groups of SLMS staff, external parties and researchers to support these various roles.

For all studies complying with the SLMS IG Framework, a record of all study-specific IG materials, including risk assessments, contracts and data sharing agreements is maintained by the IG Support Officer.

The IG Officer maintains the SLMS IG intranet pages and ensure that they remain current and relevant.

Data Protection and Confidentiality Assurance

The IG Officer maintains staff guidelines, suitable for the SLMS IG Framework, on the lawful and appropriate use of and sharing of confidential personal information, which is available to all staff on the intranet. They also maintain evidence of communication that staff have been briefed. The IG Officer is responsible for ensuring, through a documented and evidenced communication plan, that all SLMS staff understand their responsibilities.

Responsibility for advising on safe haven, confidentiality and anonymisation / pseudonymisation procedures are delegated to the IG Officer.

Working with the UCL Data Protection Officer the post holder ensures:

- All data assets used by research complying with the SLMS IG Framework have been identified and that these, with all relevant information, are recorded in the SLMS Information Asset Register.
- All areas from which personal or sensitive identifiable data is sent or received by research complying with the SLMS IG Framework have been identified and recorded. In particular, flows outside of the European Economic Area (EEA) are identified, in liaison with the Data Protection Office. Advising on information security controls to mitigate risks to an acceptable level. The IG Officer ensures that these data flows are recorded and advises on mitigating action to reduce risks to an acceptable level. Furthermore, the IG Officer provides reports to IGSG showing progress in this area.

Information Security Assurance

The post holder maintains a record of all risk assessments for research studies complying with the SLMS IG Framework.

The IG Officer works closely with research staff and external parties as necessary to advise on data handling requirements, procedures, standards and issues. The IG Officer monitors compliance with the SLMS IG Framework, which meets regulatory and legal requirements.

The IG Officer, under delegated authority from the SLMS IG Lead and senior management, facilitates and provides support for visits from internal audit, external audit and monitoring visits from appropriate bodies.

The IG Officer advises Information Asset Owners on requirements for agreements with third party organisations, confirming compliance with UCL's confidentiality and security obligations.

The role holder

The Information Governance (IG) Officer role is usually fulfilled by the Data Safe Haven Support Officer. The person specification and experience required for this role is included in that job description.