

Information Compliance and Records Management Network

Terms of Reference 2020

Constitution of the group

The group will comprise representatives from each faculty and professional services directorate. It will be moderated by the Information and Technology Directorate's Information Compliance Manager (ICM) and Records Manager and Archivist (RMA).

Terms of reference

1. To act as local champions of best practice in records management and information compliance (primarily compliance with The General Data Protection Regulation (GDPR) and the Data Protection Act (2018), Freedom of Information Act (2000) and Copyright, Designs and Patents Act (1988).
2. To act as the point of contact between their team/directorate and the RMA for Freedom of Information requests, ensuring that the request is passed to the appropriate staff within 48 hours of receipt from the RMA, and that information is fed back to the RMA by the deadline specified in the 'Request to Business' email.
3. To act as faculty/directorate representatives in feeding enquiries, concerns, suggestions and requests for assistance on how to comply with relevant information legislation and achieve best practice in records management to the ICM and RMA.
4. To be responsible for disseminating and promoting information compliance and records management best practice, advice and guidance, policies and procedures to faculty/directorate colleagues through team meetings and other avenues as appropriate.
5. To share knowledge, discuss issues of mutual interest or concern and otherwise assist in the development and testing of SOAS's information compliance and records management policies, procedures and systems.

Methodology

1. The group will carry out most of its discussions through meetings held once a term.
2. The [Information Compliance and Records Management MySOAS page](#) will provide an area for hosting [meeting papers and collaborative documents](#).
3. The [Information Compliance and Records Management Network site](#) on MS Teams will be used to receive queries, discuss issues and, when off-campus, hold virtual meetings
4. Monthly surgeries will be held where staff can drop-in with information management queries.
5. A monthly communication will be sent to members to inform them of upcoming events, training opportunities, and changes to policies or legislation that may affect them.
6. A learning pathway will be available to support members in developing their knowledge and performing their role successfully.

Skills and training

No professional information compliance or records management expertise is needed, but all members must attend the mandatory Information Compliance training. Where skills gaps are identified by the group, the ICM/RMA will provide relevant training to group members.