Information Governance Training Procedure

Version 1.0

Version Date 20/10/2016

Document Information

Reference	IRC IGT PROC
Category	ISMS Documents
Title	Information Governance Training Procedure
Purpose	Procedure for governance training in the IRC
Version	1.0
Status	Approved, External
Owner	IRC Information Governance Management Group
Author	Samantha Crossfield
Compliance	ISO 27001 for scope defined in IRC Framework of the Information Security Management System
Review plan	Set in the IRC IS Documentation Procedure
Related Documents	University of Leeds Information Protection Policy IRC Framework of the Information Security Management System

Version History

Version	Date	Change description
0.1	27/06/2016	Initial version
1.0	20/10/2016	Submitted for sign off

Sign-Off

Name	Date	Role
Barry Haynes		Chair of IGMG and Head of Enterprise Architecture, University of Leeds

Master version:

Signature……………………………………………

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1. Purpose

The Integrated Research Campus (IRC) is a University of Leeds Central IT provision. It provides secure technical infrastructure and services for research data handling, analytics, application processing and development. This document is part of the IRC information security management system (ISMS).

The [IRC Framework of the Information Security Management System](#) sets the IRC IS objectives and which of these are met through the procedures defined in this document.

This document sets the procedure for training all IRC users and staff in the role of Information Governance (IG). This includes recording and monitoring participation and competence in training, and communicating the implications of non-conformance.

The purpose is to develop a culture of best practice in information governance that contributes to the successful delivery of the ISMS. It has been designed to ensure that training addresses the IRC Framework of the ISMS objectives with consistency.

2. Applicability

This training procedure applies to all IRC users and staff: **everyone has a responsibility for being appropriately competent in IG**. This document facilitates this outcome of comprehensive IG competence.

3. Staff Induction

New IRC staff (or those returning after an absence of more than six months) undergo induction prior to being given access to the IRC infrastructure:

1. Inductions are booked by a manager on the day that a staff member begins work, or as soon after as possible

2. Staff are given access to IRC ISMS documentation and work instructions and University policies and procedures

3. Training requirements are recorded, booked and signed off upon completion

4. A manager or delegate goes through the IRC Framework of the ISMS, IRC Data Classification SOP and [University of Leeds Information Protection Policy](#) with the new staff member

5. Demonstrations of key software and work instructions are given as required

6. Staff are given the opportunity to ask questions throughout the induction

Induction is recorded using the IRC Induction Checklist (Appendix 1), which is counter-signed and filed indefinitely by a line manager.

Where questions arise that are not covered by the current induction, these must be considered as additions to future inductions where appropriate.

New starters are accompanied by a more experienced member of staff during initial meetings regarding IRC services. This will continue for as long as deemed necessary by the line manager.

4. Standard Training

All IRC staff and users undertake any training required to ensure an understanding of data protection, data management, information security, confidentiality and Freedom of Information. This takes place before access to IRC services is authorised. The IRC Data Services Team ensure there is access to ISMS policies and procedures, to supplement training and ongoing understanding. In signing an IRC User Agreement, staff and users confirm they have appropriate training and understanding the IG responsibilities set in the IRC Framework of the ISMS.

5. Secure and Confidential Information

Further competence is required to handle data that has been classified, using the IRC Data Classification Procedure, as 'IRC Secure' or 'IRC Confidential'. IRC staff and users must successfully complete the MRC Research Data Confidentiality Training prior to handling such information. The IRC Data Services Team set up access rights accordingly once they have received a copy of the course certificate to store indefinitely.

6. Further Training

Training may be required in order to use specific services or datasets. This may be due to ethico-legal or contractual reasons or to otherwise uphold the IRC IS objectives set in the IRC Framework of the ISMS. In such cases, evidence of

successful training completion is logged indefinitely by the IRC Data Services Team prior to usage being authorised.

7. Training Review

The IRC IG Management Group maintain and oversee this training procedure, with recommendations from the IRC Data Services Team.

The IRC Data Services Team communicate new or updated training requirements with all affected users and staff. Affected access rights are postponed until confirmation of completion is provided to the IRC Data Services Team.

7.1. IRC Staff

Staff are responsible for updating their training record and bringing this to Staff Review and Development Scheme (SRDS) reviews.

Managers are responsible for monitoring and ensuring staff compliance with regard to the successful completion of training and the timely reading of relevant policies, procedures and work instructions. They must assess staff knowledge of IG and the ISMS and arrange for training or demonstrations where necessary. IG training and assessed competence is recorded in a staff training directory.

8. ISMS Non-conformance

A University of Leeds contract binds IRC staff to adhere to IG requirements. New staff are guided through the ISMS documentation and associated Work Instructions. The IRC IS Policy defines the procedure that is implemented should the ISMS be breached. Users sign an IRC User Agreement that sets out the implications of non-conformance and confirms that the user has read and understood the Framework of the ISMS.

Appendix 1: IRC Induction Checklist

IRC Induction Checklist

Name:_____

Role:_____

Induction task	Completion Date	Signed by Line Manager
Terms and Conditions of Employment explained (including code of conduct and disciplinary procedures)		
IRC Information Security Management System (ISMS) explained		
IRC Data Classification Procedure and University Information Protection Policy understood		
IRC User Agreement signed		
Office induction provided and health and safety issues explained		
Relevant Work Instructions explained		
IRC information governance management structure explained		
Relevant ISMS documents read		

Training Requirements

Training	Required – yes/no	Completion date
Standard IG training		
Secure and confidential data training		
Other:		

Signature of employee_____ Date_____

Signature of manager_____ Date_____