**Integrated
Research Campus**

UNIVERSITY OF LEEDS

Information Governance and Security Policy

Version 1.0

Version Date 20/10/2016

Document Information

Reference	IRC SIGS
Category	ISMS Documents
Title	Information Governance and Security Policy
Purpose	Set the statement for information governance and information security within the IRC ISMS scope
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………………………………………….

2016 Version 1.0

The Integrated Research Campus

Areas as diverse as health, transport and retail are seeing unprecedented growth in data availability, velocity, variety and data linkage. This raises opportunities and challenges for ethically using data in meaningful research. The Integrated Research Campus (IRC) is a University of Leeds IT system that supports such research on a large scale through infrastructure, training and services for secure data handling.

Research teams and analysts use the IRC services to perform data analytics that model and inform real life. Services include dynamic data capture, processing, analysis and visualisation. All data handling is subject to relevant agreements, approval or consent. This utilises IRC infrastructure including web services and gateway applications, visualisation suites, safe rooms and a Virtual Research Environment (VRE). On the VRE researchers can collaborate securely within a tailored and scalable, firewall-protected research platform.

Information Governance and Security

The priority of the IRC is information governance and security. This ensures:

1. There is an appropriate system to protect information security and governance
2. There are procedures to report and prevent risk and identify and handle events
3. There is effective oversight of risk, security and information governance
4. There is effective setting of responsibility for ethico-legal requirements

The IRC Information Security Management System (ISMS) sets the procedures for protection in line with the University of Leeds Information Protection Policy. Through the IRC ISMS the University of Leeds commits to protect the security of information and information systems handled by the IRC and ensure the continued business of the IRC. This includes a procedure for information security training. The ISMS will be ISO 270001 certified and reviewed both annually and following security developments.

The ISMS sets procedures for risk assessment, treatment and event handling. This is handled by the IRC Data Services Team and overseen by the IRC IG Management Group. They ensure systems and data are secured against breaches of confidentiality, failures of integrity or interruptions to availability. Controls are selected through assessment based on security, legal and contractual requirements and the probability and impact of a breach.

The IRC IG Management Group oversees the delivery of the ISMS with guidance from the University's other IT and Legal Affairs Team. The Chair is the IRC Senior Information Risk Owner (SIRO). They report on procedures, risks and events to the University's Information Protection Group and ITS Group, which include the University's Data Protection Officer (DPO) and SIRO.

ISMS responsibilities and the consequences of non-compliance are contractually agreed between the University and employees, data providers, contractors and users. Breaches in security trigger the controls set out in the University's Security Incident and Misuse Policy.