

**2021 Oct:**  
**Annual IG Policy Review – Summary of Changes**  
(next annual review: OCT 2022)

<b>Changes to all Policies and SOPs</b>	
<ul style="list-style-type: none"> <li>• Formatting to consolidate Review History Section.</li> </ul>	
<b>IG Policy Name and Categories of Changes</b>	
1. Information Governance Glossary policy (IG100)	<ul style="list-style-type: none"> <li>• Added several new defined terms.</li> </ul>
2. Information Governance policy (IG101)	<ul style="list-style-type: none"> <li>• Moved information from sections of policy to a new appendix and added two new appendices.</li> <li>• Other minor wording changes.</li> </ul>
3. Information Security policy (IG102)	<ul style="list-style-type: none"> <li>• Added clarification in Network Security section.</li> <li>• Added new section on mobile device security.</li> <li>• Clarified data protections requirements for third countries (outside the UK).</li> <li>• Added clarification on creation of top-level folders for data security.</li> <li>• Added statement on University prohibition of email auto-forwarding.</li> <li>• Added new Appendix A</li> <li>• Moved several sections to standalone SOPs for ease of reference.</li> </ul>
4. Data Recording, Monitoring and Audit policy (IG103)	<ul style="list-style-type: none"> <li>• Added clarification on IAO designation.</li> <li>• Added steps for MAC users to access the IAR.</li> <li>• Outlined IAO responsibilities.</li> </ul>
5. Data Transfer policy (IG104)	<ul style="list-style-type: none"> <li>• Added reference to transfers containing anonymized data,</li> <li>• Added clarification about transfers to Third Countries.</li> <li>• Other minor wording changes.</li> </ul>
6. Training policy (IG105)	<ul style="list-style-type: none"> <li>• Moved and updated the personnel category Table #1.</li> <li>• Moved and removed sections.</li> <li>• Added reference to training substitute options, clarification SOPs reviews, the annual refresher review and example of available supplemental training options.</li> <li>• Other minor wording changes.</li> </ul>
7. Mobile and Remote Working policy (IG106)	<ul style="list-style-type: none"> <li>• Added WiFi guidance.</li> <li>• Removed BYOD content from Appendix A and replaced it with Data Handling guidance.</li> <li>• Other minor wording changes.</li> </ul>
8. Data Management policy (IG107)	<ul style="list-style-type: none"> <li>• Renamed policy.</li> <li>• Added definitions for ease of reference and new Appendix A.</li> <li>• Other minor wording changes.</li> </ul>
9. Data Retention & Deletion policy (IG108)	<ul style="list-style-type: none"> <li>• Clarified University retention resources.</li> <li>• Added example research schedules, steps for initiating retention/deletion requests and information about deletion of data, which resides on network share drives.</li> <li>• Other minor wording changes.</li> </ul>
10. Incident Reporting and Management policy (IG109)	

**2021 Oct:**  
**Annual IG Policy Review – Summary of Changes**  
(next annual review: OCT 2022)

<ul style="list-style-type: none"> <li>Added procedure for handling Incident referrals where the University is the Data Processor rather than Data Controller and subject to an ICO referral.</li> <li>Revised the attachment and made other minor wording changes.</li> </ul>
<p>11. Business Continuity and Disaster Recovery (IG110)</p> <ul style="list-style-type: none"> <li>Added clarification on Policy approach.</li> <li>Outlined specific baseline security requirements.</li> <li>Other minor wording changes.</li> </ul>
<p>12. IG Safeguards for Service Suppliers (IG111)</p> <ul style="list-style-type: none"> <li>Removal of VAS account procedures.</li> <li>Other minor wording changes.</li> </ul>
<p>13. Information Governance Data Classification and Sensitivity Policy (IG112)</p> <ul style="list-style-type: none"> <li>Added FILR to Appendix B.</li> </ul>
<p>14. Recordings+Virtual Meetings (IG113) –</p> <ul style="list-style-type: none"> <li>new</li> </ul>
<p>15. Data Protection by Design (IG114)</p> <ul style="list-style-type: none"> <li>Changed name of Policy.</li> <li>Added clarification on exceptions to DPD review.</li> <li>Added clarification on review steps.</li> <li>Revised Appendix A.</li> <li>Removed Appendix C.</li> </ul>
<p>16. IG Risk Management (IG115)</p> <ul style="list-style-type: none"> <li>new</li> </ul>
<p>17. Information Governance SOPs</p> <ol style="list-style-type: none"> <li>IG001 Chair Roles + Duties - no changes.</li> <li>IG002 ICG Terms of Reference - no changes.</li> <li>IG003 VAS App Process <ul style="list-style-type: none"> <li>Added clarification on CoSy registration steps for external users.</li> <li>Clarified options for these users to provide evidence of completed training.</li> </ul> </li> <li>IG004 IG Processing Timelines - new</li> <li>IG005 Audit Reporting Obligations – new</li> <li>IG006 Recording and Virtual Meetings – new</li> <li>IG107 Managing Privileged User Access – new (placeholder as this SOP is still “under construction”)</li> <li>IG108 Publishing Guidance – new</li> <li>IG109 Security Assessment: Products/Services – new</li> <li>IG110 Physical Security and Visitor Controls – new</li> <li>IG111 Cloud Data Storage – new</li> <li>IG112 Email Management and Security - new</li> </ol>