



Information Governance Committee: Chair Roles and Duties
Standard Operating Procedure

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| Version | 1.0 |
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1. Purpose and Scope

The University of Oxford - Nuffield Department of Primary Care Health Sciences (the Department) has established the procedures outlined in this **Standard Operating Procedure** (SOP) for administering the Department Information Governance Committee terms of reference.

2. Introduction

This SOP outlines the roles, which the Information Governance (IG) Committee (IGC) Chair performs as well as the nomination and approval procedures for this position.

3. Chairperson - Roles

- Chair twice termly the Department IGC.
- Report on IG matters to the Departmental Research Committee.
- Serve three-year term.
- Work with the Head IT/IG, IG Manager and Head of Administration & Finance (Senior Information Risk Owner, SIRO), to contribute to oversight of and strategic leadership on IG matters.

4. Deputy Chairperson - Roles

- Serve as Chair when the Chair is unable to attend an IGC meeting.
- Provide other support to IG Chair as needed.
- The Chair appoints the Deputy Chair in the first meeting at which the Chair serves in this role

5. Chairperson Role Requirements

- Knowledge of the key issues of IG in an academic setting.
- Knowledge of the Data Protection Legislation, which represent the legal and regulatory frameworks affecting IG in the UK.
- Experience dealing with IG issues as they pertain to health research projects.
- Experience of committee work
- Excellent communication skills
- Evidence of completed IG training as required by the Department

6. Application Submission, Review and Decision Making Procedures

- Candidates interested in the IGC Chair shall submit (i) a short CV (two pages) and (ii) statement (up to 500 words) explaining their interest and suitability for the role.
- The Department SIRO, IT/G Head and IGM review the applications and the SIRO makes a recommendation on the appointment of the IGC Chair to the Research Committee.

For more information about the ICG, refer to the following: (i) Information Governance Policy - PHC POL IG101 and (ii) Terms of Reference SOP - PHC SOP IG002.

Version History:

- Version 1.0 (Initial Version) - approved and adopted on 20/04/2021.

Review History:

- Reviewed on 20/04/2021 by IGC Chair, SIRO, IT/G Head and IGM. Approved with recommendation for adoption as proposed.