

Information Governance Committee: Terms of Reference
Standard Operating Procedure

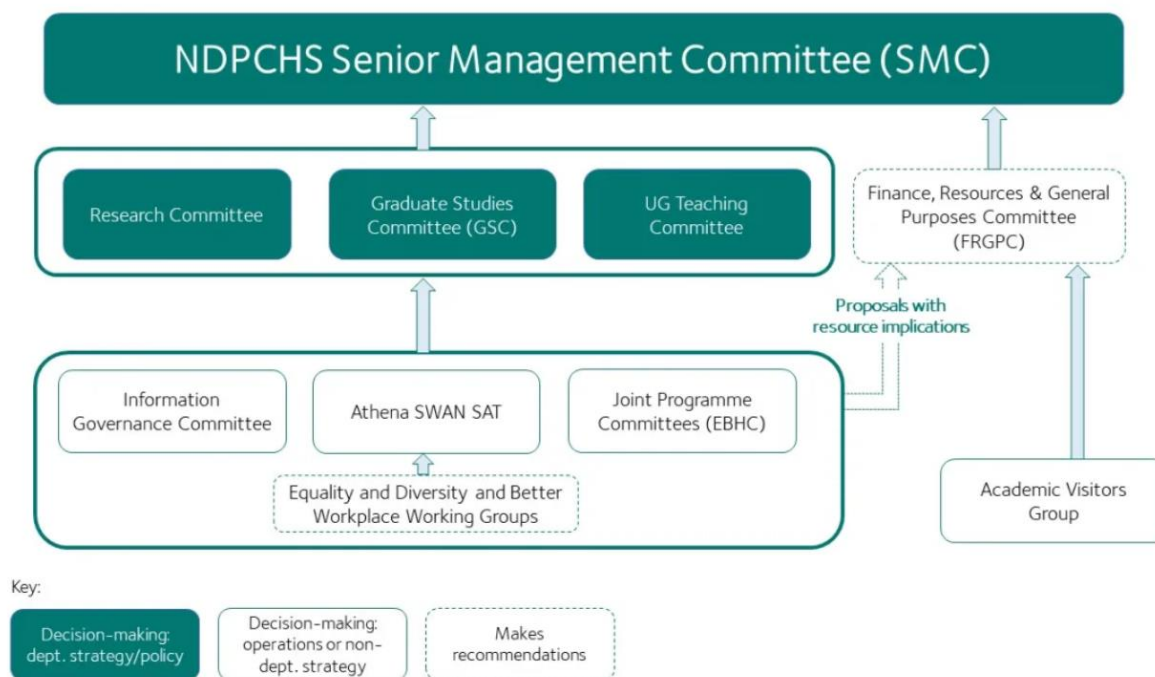
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1. Purpose and Scope

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

The Department administers the Information Governance (IG) Committee, which develops and implements IG decisions, strategy and policy. matters. The IGC reports to the Departmental Research Committee, which oversees and directs IG decision making, strategy and policy. Refer to the Department committee chart below.



3. Terms of Reference:

The IGC meets twice termly and performs these functions:

- Reviews and approves all new and material changes to existing Department IG policies and Standard Operating Procedures;
- Reviews reported Incidents, including actual and suspected breaches, security, etc.;
- Reports to the Research Committee on Departmental compliance with Information Governance policies;

- d) Provides advice to and obtains approvals from the Research Committee and the SMC on Information Governance matters as required; and
- e) Encourage good practice and compliance across the activities of the Department in line with regulatory requirements.

4. Membership:

The IGC consists of representatives from each of the research groups in the Department.

The Committee is currently comprised of the following groups:

✓ Digital Health	✓ CVM	✓ MIC
✓ Administration/SIRO	✓ Infections/Acute Care	✓ CTU
✓ IT/G Head	✓ EBM	✓ UG team
✓ Secretary/IGM	✓ Data Lab	✓ Medical Sociology
✓ Health Behaviours	✓ CHSEO	✓ Q Research
✓ HERG	✓ Medical Statistics	✓ RCGP/RSC
✓ IRIHS	✓ CPRD	✓ MSD IT

For more information about the ICG, refer to the following:

- ✓ Information Governance Policy (PHC POL IG101)
- ✓ IGC Chairperson Roles SOP (PHC SOP IG001)
- ✓ <https://www.phc.ox.ac.uk/intranet/better-workplace-groups-committees-open-meetings/ig-committee>

Version History:

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

Review History:

- Reviewed on 20/04/2021 by IGC and approved.