

ISC14D006

Title: *Matters Arising from the Minutes held on 23 September 2014*
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3. PROPOSED INFORMATION SERVICES PROGRAMME OF WORK 14/15

Considered

ISD Programme of Work for 2014/15. (A copy is filed in the Minute Book, ref. ISC14D001)

Action: Caroline Sauverin (LTS) to discuss use of Office 365 with the Assistant Corporate Information Service Director.

Response: ISD has provided the following the guidance on the security of OneDrive for Business and its suitability for use in supporting University activities at

<https://portal.uea.ac.uk/documents/6207125/7752191/09.+Information+Compliance+in+OneDrive-v2.pdf/>. Those parts of the guidance particularly relevant to this question are under:

- How does OneDrive for Business fit in with the University's Information Classification and Data Management policy?*
- Is the data held securely? Is OneDrive for Business suitable for storing documents which include personal data?*
- Do you have any recommendations regarding what I can use OneDrive for?*
- Are there any particular risks to using OneDrive for Business that I should be aware of?*
- What happens to my files when I leave the University? Can my colleagues continue to access those I've shared with them?*
- What are the risks associated with being able to access OneDrive files from all types of device (desktop, laptop, mobile phone and tablet)?*
- What are the risks associated with being able to freely share OneDrive files with both people inside and outside the organisation?*

Action: Director of Information Services to report back on ABW at next ISSC meeting.

Response: A separate report on ABW is provided under Section C – Items for Report.

Action: Director of Information Services to invite the Information Security Manager to present to a future ISSC meeting.

Response: The Information Security Manager is presenting at the February ISSC meeting. A supporting confidential report is provided under Section D – Reserved Agenda.

Action: Director of Information Services to bring a paper on web site issues to next ISSC meeting.

Response: A separate report on Website security and management of bespoke sites is provided under Section D – Reserved Agenda.

Action: Director of Information services to contact REN about the inclusion of online course completions in PGR records.

Response: Online course completions for PGR students are recorded in SITS against the student's PPD record by the PGR office. In order to include course completions for the new online information compliance courses (covering DPA, FOIA, and Records Management) against a PGR PPD record, the Faculty training coordinator will need to agree the inclusion and course weighting with REN. Once agreed, the suggested process to capture individual course completions is:

- *PGR students complete the test at the end of the course and provide their email address.*
- *Their test result will be emailed to them.*
- *They can then forward the test result to the PGR office for inclusion in their PPD record.*

4. RESEARCH STORAGE REPORT

Considered

Report on changes to file storage solution for researchers. (A copy is filed in the Minute Book, ref. ISC14D002)

Action: Director of Information Services will report back on progress with the research storage migration in due course.

Response: An update on the research storage project is included in the ISD ITCS POW 14/15 update report provided under Section C – Items for Report.