



# Grays Convent

## HIGH SCHOOL

### **INFORMATION GOVERNANCE BOARD TERMS OF REFERENCE**

Defined role of the Information Governance Board

<b>Approved by</b>	Information Governance Board (IGB) of Finance Health & Safety Committee of Grays Convent High School
<b>Date Approved</b>	Spring 2018
<b>Version</b>	1
<b>Review Date</b>	Spring 2019 or as there are changes in legislation

## **Our Mission Statement**

At Grays Convent we recognise the value of each individual as a gift from God to the world. We are a Catholic school founded by the La Sainte Union Sisters and our ethos is one of unity, prayer, worship, service and work. We strive to follow the example of the Sacred Hearts of Jesus and Mary by enabling learning to take place in a caring and accepting community. We are blessed by Jesus the Good Shepherd, try to follow him in everything that we do, and in doing so make the most of our God given talents. We are one with God.

## **Information Governance Board (IGB) Terms of Reference**

The IGB develops advice and makes recommendations to the Leadership Team in managing the implications of changes on customer and business operation. The IGB is accountable to the Senior Information Risk Owner (SIRO)

The terms of reference of the IGB:

Supporting effective use of information through discussion and information sharing IGB is responsible for:

- Leading the formulation and review of policies, standards and guidance ensuring adherence to appropriate statutory and governance frameworks.
- Develop and maintain an effective governance framework for managing information in line with the Information Governance Strategy.
- Monitor and develop compliance with external standards where required.
- Identifying, validating and assessing the impact of information assurance risks and escalating to the SIRO those classified as very high and/or high information risks with recommended treatment measures.
- Analysing the impact of change and proposed change across the organisation with regard to issues and opportunities.
- Implementation of recommendations delegated to the group from the Leadership Team
- The IGB is authorised to take decisions back into their respective functions to agree implementation with local leadership teams.

Membership of the IGB with voting power will include:

- Headteacher (SIRO)
- Members of the Finance & Health & Safety Committee
- Information Champion (Assistant Headteacher)
- Information Governor Champion (Patrick Meshe & Peter Sargeant)

Where relevant, guests will be invited to present papers or provide subject matter expertise.

## **Quorum:**

- As per the terms of reference for the Finance & Health & Safety Committee

**Agenda items will be approved by the Chair of the Finance & Health & Safety Committee. Items will be resolved, where possible, through collaborative working unless a formal meeting is required.**

Formal recommendations are submitted to the Leadership Team or SIRO who will make any final decision. This group is a forum for free and frank provision of advice and exchange of views to support effective decision making for the organisation.

## **Related Legislation**

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 1998 > The General Data Protection Regulations 2016
- Investigatory Powers Act 2016
- Requirements for respect for private life and freedom of expression in the Human Rights Act 1998.

## **Related Documentation**

- Information Governance Strategy
- Information Policies, Standards and Guidance