

**GOLDSMITHS  
University of London**

**ACADEMIC BOARD/COUNCIL**

**INFORMATION MANAGEMENT AND SYSTEMS COMMITTEE  
11 October 2011**

**Present:** Mr Hugh Jones (in the Chair), Dr Basem El-Haddadeh, Dr Sarah Kember, Ms Mary Nixon, Dr Juliet Sprake, Dr Michael Young, Miss Rosemary Harrison (Secretary).

**Apologies:** Dr Mark Bishop, Mr Richard Bolley, Mr Michael Waller<sup>1</sup>

**OPEN BUSINESS**

**1 MINUTES**

**Resolved:**

that the Minutes of the meeting held on 26 May 2011 be approved.

**Noted:**

that the showcasing of College work on the internet using I-tunes, as referred to in Minute 6, was an important initial function, but that a wider range of usage was envisaged in the longer term.

**2 STANDING ORDERS**

**Noted:**

the revised Standing Orders in force for all Goldsmiths Committees from 1 September 2011 (11-307).

**3 CONFLICT OF INTERESTS POLICY**

**Noted:**

the College's Conflict of Interests Policy, and its potential implications for the obligations of members of the Committee (11-308).

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<sup>1</sup> In the circulated version, Mr Waller was incorrectly shown as present.

#### **4 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP OF THE COMMITTEE**

**Noted:**

the terms of reference, composition and membership of the Committee for the academic year 2011-12 (11-346).

#### **5 ACTION TAKEN BY THE CHAIR**

**Noted:**

that during the Summer vacation 2011, the Chair had taken action on behalf of the Committee to approve offsite processing applications as follows:

- (i) Royal Bank of Scotland** (11-347)  
*(Minute 3(i), 26 May 2011, also refers)*
- (ii) KPMS mailing** (use of an external dataprocessor to support Open Day organisation) (11-348).

#### **6 MATTERS ARISING FROM THE MINUTES**

- (i) Parabilis E-Marketing**  
*(Minute 3(i), 26 May 2011)*

**Noted:**

that a decision on this application was still outstanding due to delays in collection of appropriate information.

- (ii) Capita Unit E Fault Resolution and Development**  
*(Minute 3(i), 26 May 2011)*

**Noted:**

that, following extensive problems in obtaining adequate information from Capita for Goldsmiths to conclude its assessment of the proposal, it had been agreed not to sign a contract with Capita permitting them to use an Indian data processor, it having been confirmed by IT Services that the College could implement the planned new version of Unit E without entering into the additional risk associated with a non-EEA subcontractor.

#### **7 INFORMATION RISK REGISTER**

**Received:**

an updated report from the Head of Corporate Governance and Information Management (CGIM) (11-214R).

The Committee noted that explicit categorisations had been included in the report to

indicate which risks involved direct breach of legal obligations, and which primarily operational problems; however it was also noted that there was strong interaction between these categories.

It was further noted that the Risk Register was primarily intended for planning purposes and in order to help identify problems which might require an audit of some kind, and the resources needed to mitigate identified risks, for rather than for direct use by a wide range of individuals within the College.

The Committee noted that a fundamental problem in constructing the Register was that it represented a compromise between the low level of detail expected in the context of broader risk analysis discussions, and the much higher level needed in order to differentiate meaningfully between the seriousness of different information risks. The current approach represented a compromise between these two objectives. The Committee felt that this compromise was generally unsatisfactory but did not reach a firm conclusion on the way forward, and it was suggested that the Head of CGIM should discuss with the Internal Auditors what presentation of the Register would best enable them to ensure that the issues identified could be incorporated into their audits.

## **8 CLOUDMAIL AND ASSOCIATED APPLICATIONS**

### **Received:**

an oral report from the Registrar and Secretary on progress in contract negotiations for outsourced email.

The Committee noticed that the College's solicitor was still in negotiation with both potential providers, but appeared to be making progress. Once a provider had been chosen, she would continue to assist the College by advising on signup screens.

## **9 DRAFT ANNUAL REPORT**

### **Resolved:**

to approve a draft report of the Committee to Council and Academic Board on the academic year 2010-11 (11-349), subject to revisions in the light of the Committee's comments.

## **10 UPDATE ON IT STRATEGY IMPLEMENTATION**

### **Received:**

a progress report on IT Strategy implementation (11-356).

The Committee noted two plans which had not been discussed at the last meeting, namely to provide 50 laptops for loan within the Rutherford Building (which would require more extensive wireless access within that building), and to implement a JANET UK roaming service for mobile device services provided by the College.

In general, the Committee felt that it would be useful to have more analysis in the update report of the impact of different initiatives, perhaps with cross-referencing to the

workstreams of Goldsmiths 2015.

## **11 OFFSITE PROCESSING REVIEW: USES IN LEARNING AND TEACHING**

### **Received:**

a preliminary report on the survey underway (11-350).

The Committee noted the general trends emerging from responses so far, and in particular that compulsory usage of cloud computing (which was the situation in which any potential legal problems were most likely) seemed to be very limited and well-justified. In discussion it was highlighted as important that any required advance warnings to students concerning legal implications of cloud computing which needed to appear in publicity should not imply that arrangements at Goldsmiths were more hazardous than those found in comparable institutions - there being no reason to suspect on present evidence that this was the case.

It was noted that a fuller report and discussion would take place following completion of the survey, following which more specific decisions on the way forward might be reached.

## **12 PUBLICATION SCHEMES IN THE HIGHER EDUCATION SECTOR: CONSULTATION BY THE INFORMATION COMMISSIONER**

### **Received:**

a paper including a draft response (11-351).

## **13 NEW GENERAL REGULATION ON MOBILE DEVICES**

### **Noted:**

the new General Regulation clause effective from 1 September 2011 (11-352).

## **14 INTERNAL AUDITORS' REPORT ON IT ASSURANCE**

### **Received:**

the IT Assurance report of the Internal Auditor for 2009-10 (11-353).

The Committee agreed that it would be helpful if future internal reports on IT Assurance could take into account a broader range of information risk issues (see Minute 7 above), and if the Head of Corporate Governance and Information Management were to be consulted on the terms of reference for each annual review.

## **15 MOBILE IT**

### **Resolved:**

to hold a discussion of mobile IT at the next meeting, to be led by Dr Sprake.

The Secretary agreed to contact the Human Resources Department to discuss the possibility of representation at the discussion.

## **16 REVIEW OF LEGAL COMPLIANCE IN THE VIRTUAL LEARNING ENVIRONMENT (VLE)**

### **Noted:**

that a legal compliance review of the VLE (covering copyright, data protection and intellectual property) had been carried out in August 2011 immediately following the recent upgrade to Moodle 2.0, and that the report would be available for consideration at the next meeting.

## **17 IMPLICATIONS OF THE FREEDOM OF INFORMATION ACT FOR RESEARCH**

### **Noted:**

(i) the following recent external publications:

- Freedom of information legislation and research information: guidance for the higher education sector (Information Commissioner's Office (ICO), September 2011) (11-354).
- Freedom of information in the UK and its implications for research in the higher education sector (reports on national higher education sector meetings held March/April 2011) (11-355).

(ii) the promulgation (in September 2011) of a proposed amendment to the Protection of Freedoms Bill, to incorporate into the Freedom of Information Act explicit provisions relating to the exemption of certain research material from disclosure, during the period prior to the publication of the research. These may prove to be somewhat more wide-ranging than the existing standard exemption for withholding pre-publication information.

## **18 FORTHCOMING MEETINGS**

### **Noted:**

that meetings of the Committee for the rest of the academic year would be held on:

7 March 2012 at 2.00pm  
23 May 2012 at 10.00am

## **19 RETIRING MEMBER**

The Chair thanked Mary Nixon, who would be retiring from the post of Librarian shortly before the next meeting, for her service to the Committee.