

Data Protection Task Group

The University's Committee Structure aims to put the University in a position of strength to deliver the evidence base that will enable us to engage with the OfS and its conditions of registration: [Office for Students conditions of registration](#).

Individual Committees are expected to utilise a range of indicators, quantitative and qualitative intelligence and horizon scanning that will enable them to monitor and review trends and spot (early on) any issues that may affect compliance. In doing so, they are empowered to drive and effect changes accordingly.

Purpose and Scope

The primary purpose of the Data Protection Task Group is:

To ensure that the University has systems and processes in place to enable the organisation as a whole to adhere to the UK General Data Protection Regulation (GDPR) and the wider Data Protection Act 2018.

Terms of Reference

In order to fulfil these purposes, the Data Protection Task Group will undertake the following tasks:

- Ensure implementation of and compliance with the data protection laws across the University and externally, where the University is legally defined as the data controller.
- Develop and maintain a greater understanding of the way personal information is processed across the University (through policy, procedures and training).
- Ensure that there is greater awareness in all areas of work on what is required to comply with the data protection laws.
- Co-ordinate the development, scrutiny and embedding of new processes as required.
- Embed compliant working practices that are monitored in each area
- Feedback to the group based on experiences of the implementation of policy and procedures University-wide as well as best practice and sector information gathered

from informal and formal professional networks in order to be used to inform action planning and prioritisation.

In addition, all UOT managers will lead in their areas on data protection in order to have a detailed understanding of the data protection legal requirements in core IT systems, academic and professional service activities, including:

- An information asset register that is developed and owned by each area (Record of Processing Activities – ROPA)
- The personal data breach response procedure in place at the University
- Understanding and application of data protection requirements in relation to privacy and security
- New staff induction and training
- In-built data protection thinking and communication with the Information Governance Manager when developing any new personal data initiatives going forward

Reporting

Report findings and actions to Learning, Teaching and Academic Quality Committee and Student Experience Committee and, where relevant, the CMA Compliance Task Group.

Quoracy

50% plus 1. Attendance of members will be monitored on an annual basis.

Frequency of Meetings

The Task Group will meet regularly and/or at the discretion of the Chair, and will meet no fewer than three times a year. Members may request additional meetings.

Other individuals can attend by requesting an invitation from the Chair of the Task Group.

If members are unable to attend a meeting, they are encouraged to send a representative from their area.

Membership:

Members are expected to act as Champions and cascade/communicate information from this Task Group more widely amongst their colleagues (be it immediate teams or wider organisational areas i.e. professional services or Faculties); this includes both policies and working practices.

Membership list

Job title	Data protection (DP) role
University Secretary & Registrar (Chair)	DP lead
Information Governance Manager (inc. DPO)	DP Officer
Senior Executive Assistant, Vice-Chancellor's Office	Deputy DP Officer
Head of eLearning	DP Champion
Primary Education representative (vacancy)	DP Champion
Head of Secondary ITE	DP Champion
Director of Library & Learning Services	DP Champion
Clinical Manager, Newman Health and Wellbeing	DP Champion
Head of Finance	DP Champion
Director of Digital and IT (Vice-Chair)	DP Champion
Senior Lecturer, Sport and Health	DP Champion
Library Technical Services Manager	DP Champion
Faculty of Arts, Society and Professional Studies Office Manager	DP Champion
Research Office Administrator	DP Champion
Facilities Manager	DP Champion
Chair of Research Ethics Committee	DP Champion
Director of Academic Quality/Deputy Registrar	DP Champion
Chaplain	DP Champion
Senior Careers & Work Related Learning Officer	DP Champion
CRM and Digital Marketing Officer	DP Champion
Faculty of Education Office Manager	DP Champion
Head of Planning & Systems Development	DP Champion
Newman Students' Union General Manager	DP Champion
Deputy Director of Human Resources	DP Champion
Director of Student Services	DP Champion
Head of Registry (Vacancy)	DP Champion

Servicing & Arrangements for Papers

Vice-Chancellor's Office