

IT Security and Data Protection Committee

Structure

The IT Security and Data Protection committee is established as a subcommittee of the University's Risk Management Group.

Authority

Development/review of IT Security/ Data Protection policies, procedures and standards (including oversight of projects in the IT Security Programme).

- Approval/implementation of IT Security and Data Protection policies to support the Organisations business goals and objectives
- Oversight of Data Protection compliance, governance, and issues
- Consideration of changes to policies/exceptions on the advice of the Director ISS/ Data Protection Officer.
- Specification of an on-going process is in place to ensure that any potential threats and vulnerabilities to the security of the Organisations IT systems and data are adequately addressed within the policies, procedures and standards.
- Ensuring that roles and responsibilities in relation to IT Security and Data Protection are clearly defined and communicated throughout the University (including roles held by data owners in administrative or academic areas).
- Specification and oversight of an IT security awareness programme for staff by ISS.
- Specification and oversight of data protection training by the Data Protection office.
- Development/review of training resources for inclusion in the HR training and development catalogue.
- Ensuring that a process that monitors and records the level of compliance with the Organisation's security policies is implemented and reviewed. This process must inform the IT Security and Data Protection Committee and in turn the UMT of the Organisations compliance levels and highlight any specific issues or concerns
- Ensure a periodic security testing or review process is in place. The ongoing testing of the effectiveness of IT security provisions is a critical component of a robust IT security framework and best practice would suggest that periodic and scheduled penetration or vulnerability testing should be carried out
- A process is in place to ensure that any IT Security incidents or breaches are managed in such a manner that reduces any further risk to the Organisation.
- A process is in place to ensure that any Data Protection incidents or breaches are managed in such a manner that reduces any further risk to the Organisation

Scope

The scope of this group are all matters relating to IT security/data protection policies and procedures including review of critical IT security/data protection incidents in the University.

Membership

The membership of this group is:

- Chief Operating Officer (Chair) John Gill
- Data Protection Officer Sarah Dever

- Head of Corporate and Legal Affairs Peter Feeney
- Office of the Deputy President and Registrar /nominee(s) Prof William Golden, Nora Murphy, Martina Ní Chualáin
- VP Research /nominee(s) Academic and Professional Services representatives
- Deputy Director of Human Resources / Head of HR Operational Excellence Carmel Browne
- Director ISS Seán O Farrell
- ISS Head of Operations Conor McMahon

Nominees of the VP Research/ Office of the Deputy President and Registrar will be appointed for a three year term with the option for re-appointment subject to a maximum of two three year terms.

The following will attend the meeting:

- Director of Internal Audit and Risk Management Pauline Cronin
- ISS Head of Security Declan Staunton

Secretary

The ISS Head of Operations shall act as Secretary to the committee.

Reporting

The committee shall report quarterly to the Risk Management Group. The report will include a summary of all Data Protection and IT Security Incidents reviewed by the committee and any emerging risks relating to IT security as identified by the Committee.

Attendance at Meetings

The IT Security and Data Protection committee may request the attendance of other parties where, from time to time, business relevant to them is discussed. A quorum of four is required for a meeting to take place.

Frequency of Meetings

The IT Security and Data Protection Committee will meet 4 times per annum. Additional meetings can be called by the Chair.

Approval

Terms of reference approved by IT Security and Data Protection Committee chair

Date: 31/05/2021

John Gill Chief Operating Officer

Terms of reference approved by Risk Management Group

Date: _____