

## Information Governance Framework

### Document Version

<b>Original Author</b>	RWCMD	<b>Modified by</b>	IS Manager
<b>Last updated</b>	March 2018	<b>Version</b>	1.0
<b>Last reviewed</b>	September 2020		

## Introduction

The College manages information daily, including personal information about staff, students, box office customers and financial information.

Information Governance provides the framework to bring together all the legal rules, guidance and best practice that apply to handling information and ensures risks are minimised and information managed correctly.

Information Governance has three main principles: confidentiality, integrity and availability.

- Confidentiality means that information is only available to those people for whom it is intended.
- Integrity means that information can only be changed by those people who are authorised to do so, and that it is protected from accidental modification or deletion.
- Availability means that the information is reliably available to those who have legitimate access to it.

It is a mandatory requirement that all staff read the framework in its entirety to ensure they are aware of their obligations when accessing physical and electronic information.

## Documents within the Information Governance Framework

The following policies and guidance documents make up the framework. Although the documents can be read in any order, it is recommended to read them in the order they are listed below.

1. Information Governance Framework (this document)
2. Information Security
3. Information Security - Technical Controls (restricted distribution)
4. Data Protection Policy
5. Information Classification and Handling Policy
6. Information Retention Schedule
7. Data Security Breach Incident Management Policy
8. Subject Access Requests - Guidance
9. New Processing Activities - Guidance
10. Backup and Disaster Recovery Policy
11. Record of Processing activities
12. IT Regulations
13. PCI Policy
14. Privacy Statement
15. Data Security and Integrity

Please contact IT Support - [IT@rwcmd.ac.uk](mailto:IT@rwcmd.ac.uk) – if you would like to receive a copy of any of these policies.

## Framework Review

The framework will be monitored annually to ensure it remains fit for purpose and will be dynamically updated as and when requirements or legislation changes.