Administrative Information Governance Committee Terms of Reference

Co-chairs: Chief Information Officer and University Secretary.

Established by the vice-president, academic & provost, 27 August 2013.

Management of administrative information at the University of Waterloo is governed by the principles and practices outlined in Policy 46 – Information Management (the "Policy") and the associated university procedures and guidelines, in the areas of:

- Accountability and accessibility;
- Privacy and confidentiality;
- Compliance;
- Information quality;
- Information security; and,
- Information lifecycle management.

A list of these procedures and guidelines is appended to the Policy.

The Administrative Information Governance Committee serves as a forum for discussion and collaboration amongst Waterloo's information stewards (as defined in the Policy) on the management, use and sharing of administrative information, in support of the university's goals and objectives and in accordance with the Policy's principles and practices. The committee is concerned primarily with information classified as restricted or highly restricted under the University's information privacy and confidentiality classification scheme.

Committee membership includes administrative information stewards responsible for restricted and highly restricted information in enterprise administrative systems, where either the information is frequently needed by several administrative functional areas, or the system has significant integrations with other administrative information systems. The committee will request the assistance of other information stewards when required. The committee is co-chaired by the Chief Information Officer and the University Secretary, who share responsibility for the Policy. University staff with operational and subject-matter expertise will serve as resources to the committee, attending meetings when their knowledge and expertise are required by the committee. In addition to being assisted by the committee resources during meetings, the committee may also request that the resources carry out tasks for the committee between meetings, subject to the approval of the resources' supervisors and within the parameters of their responsibilities to support university information management and administrative processes.

Terms of reference

The committee will:

- Clearly communicate to the university community the lines of authority and accountability for administrative information management and compliance, to help ensure that decisions on the use and sharing of this information are made by the responsible information stewards.

- Identify approaches or mechanisms to support information stewards in the management of risks associated with cross-functional sharing of administrative information.

- Monitor the implementation and documentation of controls to safeguard and manage the lifecycle of restricted and highly restricted information, in accordance with the Policy and associated procedures and guidelines, and informed by the advice of the Information Security Officer, Privacy Officer, and University Records Manager.

- Facilitate cross-functional access and use of administrative information through discussion and collaboration on data coordination, data definitions, and data ownership and authority, informed by the advice of the committee resources responsible for information security, access, and protection of privacy.

- Identify gaps in the sharing of Waterloo's administrative information maintained in enterprise systems required to achieve the university's strategic objectives, and possible approaches to bridging these gaps through collaborative information management projects.

- Regularly review and recommend revisions, when required, to the Policy, and Waterloo's procedures and guidelines related to administrative information management.

- Maintain a directory of administrative information stewards and Waterloo's authoritative repositories of restricted and highly restricted administrative information.

Frequency of Meeting

The committee will meet, on average, once in each academic term, with additional meetings called by the committee co-chairs when required.

Membership

The committee members are:

- Chief Information Officer (co-chair)

- University Secretary (co-chair)

- Secretary to be supplied by the Secretariat (non-voting)

- Vice-President, Administration and Finance

- Vice-President, University Research

- Vice-President, Advancement

- Registrar

- Associate Vice-President, Graduate Studies & Postdoctoral Affairs

- Associate Provost, Human Resources

- Associate Provost, Students

- Associate Dean of Computing from one of the faculties

Other information stewards will be invited to attend when an agenda item requires their participation.

Resources to the Committee

The following persons are resources to the Committee:

- IST Directors: Information Security Services, Information & Integration Management, and others

- Privacy Officer

- University Records Manager

- Associate University Secretary

- University Librarian

- Representative from Institutional Analysis and Planning

- Representative from the Centre for Extended Learning

- Other subject-matter experts, as required