



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

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

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

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.

Members are expected to act as Champions and cascade/communicate information from this Task Group more widely amongst their colleagues (be 2m(isc)(#e)ITQ EMC me0.000008.8 T000008.8 T

