

IMPS Contacts - Brief Specification

1 Purpose

Legislation affecting information and information services and technology is growing in its extent and complexity. The risks of failing to comply, together with the potential consequences of any such failings, are also increasing. All areas of the University need to be aware and able to recognise and respond rapidly to information requests, with the Freedom of information Act (FOIA) allowing just 20 days to answer them. Information legislation, and the Government's agenda expressed in other ways, also have consequences for record keeping and management. In order to meet the University needs and to manage risks in this area, we need to ensure awareness of the law in this area, and of University policy to comply with the law, is raised, and that adequate support is also available.

As reported to ISC in November 2003, "IMPS (Information Management and Policy Services) will coordinate the University response to the FOIA, take on the responsibilities of the Data Protection Office and work on coordinating Information Strategy." As such, IMPS provides both training and publicity, and support services, especially in relation to the Data Protection (DPA), Freedom of Information (FOIA) Acts, and records management. For this activity to be effective we have developed a network of IMPS Contacts across directorates and schools, through whom we can cascade information, knowledge, training and support. All schools and directorates will have to handle work in this area. The IMPS Contacts provide a supported and informed network of administrative staff, able to manage and direct queries and enquiries relating to the Freedom of Information Act, the Data Protection Act and any other relevant information-related legislation. Also they are able to contribute to records management policy development and implementation.

2 Resource

The variation of demand created by individual DPA and FOIA enquiries makes it difficult to assess the time this role may require. However, many information requests will already be routinely handled across the University and where the legislation increases our obligations, the aim is to ensure the support, network and expertise are in place so as to minimise the consequent demands upon individual schools and directorates.

IMPS will also provide an on-going review of the consequences of these acts so as to develop services and contribute to University policy which will aim to ensure efficiency in meeting our legal obligations, and which may also increase business efficiency, especially in respect of records management.

3 Brief description

Name:	IMPS Contacts
Appropriate post:	At least/usually School Administrator or equivalent. <i>This role would require knowledge of a school/directorate's (paper and electronic) information needs and processing.</i>
Departments:	A key contact for every school and directorate. <i>In some schools and most directorates more contacts may be required</i>
Central contact/support:	IMPS (Information Management and Policy Services, Governance Directorate).
Responsible for:	Communication between school/directorate and IMPS in support of the University's information-related policies

4 Support for IMPS Contacts

IMPS will provide and manage:

- IMPS Contacts mailing lists for:
 - IMPS announcements
 - Contacts discussions
- Regular IMPS Contacts' lunches, providing training updates, news and opportunity to raise and discuss current issues and concerns
- Training
- Documentation
- Support office, to handle queries and enquiries

IMPS will also be involved in the University's information policy developments, and so will enable IMPS Contacts to input to such developments.

Activities will be carried out in partnership with other relevant services, for example including CSTD.

5 Main responsibilities of IMPS Contacts

- Main information conduit between their school/directorate and IMPS, especially with respect to:
 - Forwarding FOIA & DPA enquiries and information requests from school/directorate
 - Providing initial contacts for FOIA & DPA information requests from IMPS
 - Handling or forwarding queries about the acts from the school/directorate
 - Gathering and providing feedback on draft policy and good practice guidelines
 - Disseminating information compliance policy and good practice throughout the school/directorate – including policy and advice regarding records management
- Maintaining basic knowledge of the relevant information compliance legislation and associated University policy and practice

IMPS
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