

P4 Information Systems Policy

Version 1 – Publication Date 31 May 2020 – Next Review 31 May 2022

1. PURPOSE AND POLICY CONSIDERATIONS

Forus Training identifies information and data systems as intrinsic resources which collectively and efficiently incorporates evidence of all the activities relating to the education and training service provision whilst also meeting up-to-date GDPR related statutory obligations and safeguarding business integrity.

Forus Training is committed to reviewing, maintaining and continuously enhancing its knowledge based information and data systems to allow for the collection, analysis and use of relevant information to ensure accountable, effective and secure management support and development of its programmes and other activities. Critical quality indicators are maintained and reviewed on an on-going basis and used to inform continuous improvement within the organisation.

2. DEFINITIONS

Information and data systems management incorporates a group of activities relating to the development, planning, implementation and administration of those systems which acquire, store, retrieve, disseminate, archive and dispose of data. Forus Training defines it as our process of the end-to-end lifecycle of data, including the controlled progression (version control) throughout each stage. Information systems is a cumulative of multiple principles, procedures, processes and components that allows Forus Training access to all relevant organisation data, regardless of where it may reside within the organisational system.

3. SCOPE

Forus Training's approach to the management of information systems is a collective of:

1. Appropriate management, maintenance and security of information and records,
2. Appropriate access management controls to both manual and digital records,
3. Appropriate implementation of risk management in the event of the need to apply disaster recovery measures and in doing so, mitigate the risk of loss of critical data and information,

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4. Appropriate time-managed, authorised and secure disposal of expired records,
5. Appropriate identification and secure protection of information and data records which require archiving, for as long as is required,
6. Appropriate application of reporting tools to measure KPI's and in doing so, facilitate both academic and organisational management decision-making, i.e., Programme Reviews, Trend Analysis Reports, Self-Evaluations.

4. POLICY STATEMENT

Forus Training ensures that all information and data is treated as a valuable resource. To manage those information collection and resource systems assists in enhanced compliance, greater security, improved product classification and, overall, improved data governance to reduce organisational risk.

Subject to the legislation, Forus Training imply data ownership, for the purposes for which it has been collected, with the written and signed permission of the individual until such time as it is no longer required.

5. PROCEDURES AND PRACTICES

Forus Training's standard operating procedures in information system management aligns to the following key principles;

- Organisational justification: thought must be given as to why data is required (rather than existing data being amended or used in a different way),
- Cost efficiency: what are the costs of handling, storing and maintaining data,
- Data specification: data collected is fit for purpose and how it is securely retained,
- Data auditing: how data is monitored and used,
- Safeguarding, archiving and destruction: ensuring that data is accurately and securely archived, maintained effectively until such time as it is no longer needed,
- Information handling practices: will be audited so that duplication is minimised,
- Policy review: the policy on information and data collection and management will be monitored regularly and modified in light of developments, including revisions/updates to technology and legislation.

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6. RELATED LEGISLATION

1. The Freedom of Information (Amendment) Act 2003
2. Data Protection Act (GDPR) 2018

7. ROLES AND RESPONSIBILITIES

Information and Data Management at a strategic level is governed by the Quality Assurance and Academic Governance Council (QAAGC). The information and data management pertaining specifically to the assessment of learners is managed operationally by the Programme Assessment and Delivery Committee.

8. COMMUNICATION PLAN AND RELATED DOCUMENTS

1. P5 S10 C1 Trainer Code of Conduct,
2. P2 S2 C3 Learner Code of Conduct,
3. P5 S1 Staff & Trainer Induction,
4. [P4 S1 Privacy/GDPR Policy](#),
5. P9 S9 C11 Security of Assessment Policy,
6. P2 S4 C2 Control of Records Policy and Procedure.

9. ACTIONS TO BE FOLLOWED IF THE POLICY IS NOT IMPLEMENTED

Where a complaint of misconduct or alleged breach of the information systems policy and/or associated standard operating procedures presents, the staff member, trainer or learner will be brought before the Head of Certification. The Head of Certification will take steps as soon as is practicable to arrange a meeting (i.e., a preliminary hearing) with the person concerned and will provide in advance details of the alleged offence in the form of a **P2 S2 Potential Improvement Notice (PIN)**.

10. CONTACT INFORMATION

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