

# Information Framework

## 1 Introduction

The University is an open information provider and a knowledge-intensive organisation in which information exists in a wide range of digital and material forms. Information is an important asset and critical to the University's success. It is important that all information is properly managed from acquisition/creation to disposal (if and when appropriate) so as to meet legal obligations and to enable the University to operate efficiently and effectively in accordance with its mission.

## 2 Purpose

The Framework lays out a set of principles intended to guide the development of University policies and procedures on information. The Framework then lists University strategies and policies as well as committees whose primary focus is on the management of information.

## 3 Scope

The scope of the Framework includes information such as the records of business and decision-making, the resources integral to academic activity, the materials produced as part of research, consultancy and teaching and learning activities, and the knowledge gained through experience or study.

## 4 Principles

These principles will guide University policy and procedures in relation to information, setting out basic considerations underlying operational aspects and systems that are applied to information in its many guises. The following list is not intended to be hierarchical. The University is committed to:

1. **Providing a robust and expedient information architecture.** The University's information architecture and related processes, procedures and systems will be designed, developed and deployed to enable people to access, create, analyse, publish, coordinate, disseminate, retain, preserve, store, secure, modify, archive, dispose of (if and when appropriate), search, retrieve, integrate, share and discover information in the most effective and efficient ways.
2. **Information security.** The University seeks to ensure the security of its information by assessing the risks that might apply and putting appropriate measures in place to protect its information assets.
3. **Open access and use.** There will be a culture of openness and transparency around the information that the University holds, except where there is legitimate reason

to restrict access. Information should not only be accessible, but also useful, useable and used.

4. **Quality assurance.** Information will be fit for purpose, relevant, up to date (if appropriate), or otherwise of importance or historic value to the University, accurate, and compliant with relevant legislation and University policies.
5. **Clarity of responsibility.** Appropriate custodians will be identified for each general area of information and will be responsible for upholding the Information Framework principles.
6. **Representation and consultation.** The committee structure for information-related matters will have representation that captures the different needs and interests across the University. There will be effective consultation and communication with users at all levels.
7. **Providing support and training.** All information users and custodians will be made aware of their rights and obligations relating to information handling and will be provided with the required authority, support, guidance and training.

The effectiveness of the Information Framework and its principles will be evaluated regularly to ensure that they are fit for purpose.

## 5 Strategies and Policies

The Framework aims to support the University in the delivery of the following core University Strategies all of which can be found at: <http://www.reading.ac.uk/about/about-policies.aspx>

- **University Strategy**
- **University Research Strategy**
- **University Learning and Teaching Strategy**
- **University Enterprise Strategy**
- **University Global Engagement Strategy**

Other University strategies and policies relating to information management can be found at: <http://www.reading.ac.uk/internal/imps/policiesdocs/imps-policies.aspx>

<http://www.reading.ac.uk/libray/about-us/policies/lib-collection-policies.aspx>

These include:

- **Freedom of Information and Environmental Regulations Policy**
- **University Records Management Policy**
- **Rules for the Use of the University Computers and Data Network**
- **Copyright Policy**
- **Data Protection Policy**
- **Code of Practice on Intellectual Property**
- **Information Security Policy and sub policies**
- **Library Collection Policies**
- **UMASCS Museums and Collections Loans Policy**
- **University Code of Good Practice in Research**
- **Research Data Management Policy**
- **Open Access Policy**

## 6 Committees

The University has a complex network of committees and other bodies where information policy, procedures, infrastructure and operations are considered and which forms an important part of the Information Framework. The core committees that focus on matters related to information are listed below with a brief description of their remit.

- **Advisory Board for Information Services (ABIS)**

To consider policy and strategy issues relating to the provision of information services to staff and students by IT Services and the Library in support of the research-intensive University and to ensure that strategy and policy developments reflect the principles of the Information Framework.

- **Committee on Museums, Archives and Collections (CMAC)**

To develop and oversee the implementation of a coordinated strategy for the University's museums, archives and collections in the context of the University Strategy.

- **Information Strategy and Policy Committee (ISPC)**

To have oversight of, and make recommendations on matters of strategy and policy across the broad area of information in the University and to have responsibility for the University's Information Framework and oversight of action in support of its principles.

- **Committee on Museum of English Rural Life (MERL)**

To be responsible for considering and making recommendations on the operating policies and strategies and the forward plan of the Museum. To recommend operating plans and policies to the Council, report operating plans and policies to CMAC and to advise on management and financial matters concerning the Museum.

- **Information Systems Managers' Group (ISM)**

To provide oversight and ensure the smooth running of core University systems. To support the development of key corporate systems and to provide a gateway for new projects seeking approval. To determine which system developments should progress, to prioritise developments and to sponsor new ideas.

Version	Keeper	Reviewed	Approved by	Approval date
3.0	Secretary to Information Strategy and Policy Committee (ISPC)	Annually	Information Strategy and Policy Committee (ISPC)	November 2013
3.1	Secretary to Information Strategy and Policy Committee (ISPC)	Annually	Information Strategy and Policy Committee (ISPC)	April 2014