

### 1. Purpose

- 1.1 The primary purpose of the Group is to support Transport Focus's Data Protection Officer and Senior Information Risk Owner on all matters relating to the management of information risk.

### 2. Tasks and duties

- Develop, keep updated, and seek the Board's endorsement of, an information risk policy
- Develop and propose to SLT cross-organisation guidelines for the handling of information, compliant with the provisions of the Data Protection Act 2018 and Freedom of Information Act 2000, and the General Data Protection Regulation 2018, as well as clearly setting out the responsibility for managing information risks, in line with HMG's Security Policy framework.
- Develop, keep updated, and seek the Board's endorsement of, an information Charter
- Assess risks to confidentiality, integrity and availability of information at least quarterly; the risk assessment must examine forthcoming potential changes in technology, services and threats annually. **Maintain the Record of Processing Activities (RoPA).**
- Identify and keep under review the information assets of Transport Focus and recommend ownership to the DPO/SIRO. Develop guidance for each information asset owner.
- Consider and agree the annual written judgements of the information asset owners in respect of the use and security of the various assets; consider and agree the annual report of the SIRO to the Audit, Risk Assurance and Remuneration Committee and accounting officer (based on these written judgments) for the purposes of making a specific contribution to the annual governance statement.
- Develop and implement a programme of compliant training for all those involved in managing information risk.
- Develop and implement a business model for information risk, and define and document the access rights granted to protected personal data that users enjoy, and minimise access rights within the adopted model.

#### ICT

- Review and ensure accreditation of ICT systems handling protectively marked information to the Government standard, using the appropriate security clauses from the Office of Government Commerce's model ICT contract for services

# Information Strategy Group Terms of Reference

## 3. Meetings

3.1 The Group shall meet quarterly.

## 4. Membership

4.1 Membership of the Group is as follows:

Senior Information Risk Owner (Chair)  
Senior Information Asset Owner  
Information Asset Owners for each business team

|  |                       |
|--|-----------------------|
| People and Culture                     | Louise Casserley-Gore |
| Corporate Support (finance/projects)   | Andrew Rowen          |
|  |                       |
| Engagement Team                        | Tommy Lee             |
| Engagement Team                        | Matt Radburn          |
|  |                       |
| Communications and Public Affairs Team | Kieran Watkins        |
|  |                       |
| Insight & Evidence                     | Toby Cotton           |
|  |                       |
| Policy & Intelligence                  | Josh Whitton          |
|  |                       |
| London TravelWatch                     | Luke Muskett          |

## 5. Proceedings

- 5.1 The provisions of Part 2 of the *Constitution General* shall not have effect.
- 5.2 The Group is established by and with the authority of the Senior Leadership Team (SLT)
- 5.3 Proceedings of the Group shall be reported to and discussed at meetings of the SLT and the Audit and Risk Assurance Committee (which shall include a quarterly information risk report)
- 5.4 The Group shall have regard to the advice and guidance it receives from the SLT and Audit and Risk Assurance Committee.

### Document history

| Version | Author     | Comments   | Approved by     | Date          |
|---------|------------|--|-----------------|---------------|
| V1      | Jon Carter | Original draft                                     | Management Team | April 2008    |
| V2      | Jon Carter | Tidy up  | n/a             | November 2016 |
| V3      | Jon Carter | Include GDPR                                       | n/a             | January 2018  |
| V4      | Jon Carter | Tidy up only; no substantive amends                | n/a             | May 2024      |
| V5      | Jon Carter | Tidy up and membership only; no substantive amends | n/a             | Dec 2024      |