



**POLICY AND GUIDANCE**  
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<b>Title:</b>	<b>ISMS Role Assignments</b>
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## 1. Purpose

All information security responsibilities should be defined and allocated. This document details the key roles and personnel that support the management and operation of the ISMS and the Trustworthy Research Environment (TRE).

## 2. Scope

The key roles necessary to support the management and operation of the ISMS and the Trustworthy Research Environment (TRE).

The responsibilities of all ISMS roles are out of the scope of this document (see ISMS-02-07 Roles and Responsibilities).

## 3. Responsibilities

Information Security Steering Group (ISSG)

- The members shall review ISMS role assignments at ISMS Management Review meetings

## 4. Procedure

The key ISMS roles are assigned to the following personnel:

ISMS Management Roles	
Role	Person(s)
ISMS Management Sponsor (SIRO)	
CHI Operational Lead (COL)	
Information Security Steering Group (ISSG)	
Information Security Manager (ISM)	
Head of Operations ISMS (HOI)	

Table 1

ISMS Process Ownership	
Process	Person(s)
ISMS Event and Incident Management	
ISMS Communication and Stakeholder Management	
ISMS Document Management	
ISMS Improvement	
ISMS Management	
ISMS Risk Management	
Staff Induction, Update and Exit	
Training and Competency	
TRE Asset and Supplier Management	
TRE Data Management	
TRE Information Governance	
TRE Infrastructure and Security Management	
TRE Operations	
TRE Physical Security	
TRE Project and User Account Management	

TRE User Competency and End-Point Security	
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**Table 2**

The total number of key people in roles within the scope of the ISMS is 15.

This number comprises the people named in Tables 1 and 2 of this document. Additionally, it comprises:

- TRE System Administrator:
- CHI Staff Administration:
- Q-Pulse Administrator:

The TRE Board will be comprised of the ISMS Management Sponsor, the Information Security Manager, the process owners for TRE Information Governance and TRE Data Management, the TRE System Administrator and representatives from the Information Security Steering Group.

The Incident Management Team, will be comprised of the ISM and the process owners for TRE Information Governance and ISMS Event and Incident Management.

An additional group, the ISMS Improvement Team, will be comprised of the process owner for ISMS Improvement, the ISM and the Q-Pulse Administrator.

## 5. Cross-referenced ISMS Documents

Number	Type	Title
ISMS-02-07	ISMS\Policy & Guidance\ISMS Management - policy & guidance	ISMS Roles and Responsibilities

## 6. Appendices

None