

**POLICY AND GUIDANCE**

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**Document Information Classification: Unrestricted**

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| --- | --- |
| **Title:** | **ISMS Role Assignments** |
| **Effective Date:** | **18 Nov 2019** |
| **Reference Number:** | **ISMS-02-04** |
| **Version Number:** | **1.21** |
| **Owner:** | **ISMS Management Process Owner,** |
| **Review Date:** | **26 Jan 2020** |

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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).

1. 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).

1. Responsibilities

Information Security Steering Group (ISSG)

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

1. 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 |  |

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.

1. Cross-referenced ISMS Documents

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

1. Appendices

None