

CONSTITUTION OF THE DATA AND DIGITAL GOVERNANCE COMMITTEE

1. Establishment

- 1.1 The Data and Digital Governance Committee was established by Council at its meeting on 13 March 2024 (C 37/24).
- 1.2 The Data and Digital Governance Committee (the Committee) has been established to oversee the governance of the University's data and digital systems and processes.

2. Functions and powers of the Committee

- 2.1 The Committee will review and provide advice to Council on:
 - 2.1.1 the development and effective execution of the Data Governance Strategy and Digital Strategy including implementation of strategic projects, ensuring alignment with the University's strategic objectives;
 - 2.1.2 the adequacy, integrity and effectiveness of the University's data and digital risk management framework including key systems of control in relation to:
 - a) risk appetite
 - b) cyber security
 - c) privacy and ethical use of data
 - d) business continuity and resilience
 - e) critical incident management;
 - 2.1.3 the effectiveness and efficiency of the data governance and digital operations of the University; and
 - 2.1.4 the development of a digital investment plan, in particular in relation to technology direction and choice, including major sourcing decisions and the performance of key suppliers and partners.
- 2.2 The Committee will review incident reports on serious data and digital incidents and risks.
- 2.3 The Committee will consider major data governance and digital related funding proposals and provide advice to the Finance Committee for decision as appropriate. For clarity, the Committee does not have the remit to approve the budget and/or expenditure for any funding proposals on behalf of the University.
- 2.4 The Committee will provide advice to the Audit, Risk and Compliance Committee as appropriate.
- 2.5 The Committee will provide advice to and refer matters to Council for decision when necessary.

3. Membership

- 3.1 The membership of the Committee will comprise:
 - 3.1.1 up to three members of Council appointed by Council, one of whom will be the Chair;
 - 3.1.2 the Vice-Chancellor, *ex officio*; and
 - 3.1.3 up to three external expert members appointed by Council.

3.2 The Committee will elect a Deputy Chair from one of the members appointed under section 3.1.1. The Deputy Chair will chair meetings of the Committee in the absence of the Chair.

4. Terms of Office

4.1 The term of office of a member appointed under clause 3.1 will be for up to two years, concluding on 31 March of the relevant anniversary year.

5. Quorum

5.1 The quorum for a Committee meeting is one-half of the total number of members of the Committee, excluding:

5.1.1 any vacancy in the membership of the Committee; and

5.1.2 any Committee member who has an approved leave of absence.

6. Officers in Attendance

6.1 The Chief Operating Officer, Chief Information Officer, Director, Data Governance and Director, Audit, Risk and Compliance will attend all meetings of the Committee with rights of audience and debate.

6.2 The Committee may invite any person or persons whether from within the University or external to the University, to attend an entire meeting or meetings, or to attend for one or more specified items, to assist it with its deliberations.

7. Meeting Schedule

7.1 The Committee will meet at least four times a year.

8. Reporting

8.1 The Committee will report to the Council by way of its minutes.

9. Servicing of the Committee

9.1 The Secretary of the Committee is the Council Secretary or such other person appointed by the Council Secretary.

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REVISION HISTORY

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
1.	Approved	13 March 2024	Council	C 37/24	Attachment A to Item 7.4
2.					
3.					
4.					