

UC Irvine

Information Security and Privacy Committee Charter

Purpose and Charge

The Information Security and Privacy Committee (“Committee”) is charged with evaluating UC Irvine’s information security and privacy policies, procedures, and operations to identify potential areas of vulnerability and risk and set strategic direction for information privacy and security programs. The Committee is a standing subcommittee of the UC Irvine Campus Ethic and Compliance Risk Committee.

Responsibilities

The Committee is responsible for the following, including but not limited to:

- Assessing inventory of high-risk information assets (paper and electronic) and coordinating unit plans to address information privacy and security weaknesses.
- Reviewing information security and privacy policies and standards and recommending improvements and revisions, as appropriate.
- Reviewing specific information security and privacy breaches and Incident Response Team (IRT) reports within the University.
- Serving as resource for the University on information security and privacy issues.
- Evaluating conflicts between information security and privacy issues, including academic freedom.
- Evaluating information security and privacy training needs.
- Coordinating efforts to make privacy more visible within the University.

Governance

The Information Security and Privacy Committee reports to and is a standing subcommittee of the UC Irvine Campus Ethics and Compliance Risk Committee. The Information Security and Privacy Committee will meet every month or more frequently, as required. A majority of members must present to conduct a meeting. Committee members will act broadly in the interest of the University on behalf of the units from which they are drawn. There is an expectation that the Committee members will consult and share information with their units and others, where appropriate.

Membership

Members of the Committee shall represent different segments of the campus community, as follows:

1. Campus Privacy Official, co-chair
2. Campus Information Security Officer, co-chair
3. Designee from Wellness, Health and Counseling Services
4. Designee from Human Resources
5. Manager for IT Security and Architecture
6. Chief Compliance and Privacy Officer for School of Medicine
7. Designee from Research Administration
8. Designee from Materiel and Risk Management
9. Designee from Internal Audit Services
10. Campus Counsel
11. Designee from UC Irvine Police Department
12. Chief Information Officer and Associate Vice Chancellor for Office of Information Technology
13. Designee from Financial Aid and Scholarships
14. Information Security Officer for UC Irvine Medical Center
15. Designee from Academic Personnel
16. Designee from Academic Senate

Designees, as used above, are intended to provide a formal liaison to their respective units. The Committee may recommend additional members to Committee, with final membership decisions confirmed by the Provost and Executive Vice Chancellor.