**QMUL Information Governance Champion – Role Profile**

The DGLS wants to set up a network of Champions to assist with the University’s compliance in the area of [Information Governance](https://arcs.qmul.ac.uk/governance/information-governance/). The idea is that this role is not full-time and should not be onerous as we embed awareness of best practice around IG at Queen Mary.

Overview of tasks of an IG Champion:

* To provide a link between the Information Governance team and the area of QMUL they represent
* To have an understanding of QMUL’s information governance policies and procedures and help facilitate compliance with them in their department
* To be the point of contact, attend training and be responsible for the onward dissemination of training, guidance and communications and where necessary refer staff for more detailed training, as appropriate
* To identify and help others identify what information is held by their area and falls in to each of the classification categories, especially the top two (and which systems hold it); to assist with compilation of information asset registers, for example
* To have oversight of departmental storage and advise on retention, destruction, etc.

Training, and assistance with some tasks, will be provided.