Terms of Reference
Information Security Management Review Team

Section 1: Remit

The Information Security Management Review Team is responsible for ensuring the effective delivery of the Information Security Management System (ISMS) and its continual improvement. The ISMS at Carlow College, St. Patrick's (hereafter Carlow College) has been established to align with ISO 27001. To meet this standard, the policies that form part of this framework require that the Information Security Management Review Team to:

- systematically examine the College's information security risks, taking account of the threats, vulnerabilities, and impacts;

- design and implement a coherent and comprehensive suite of information security controls and / or other forms of risk treatment (such as risk mitigation, avoidance or transfer) to address those risks that are deemed unacceptable; and

- adopt an overarching management process to ensure that the information security controls continue to meet the College's information security needs on an ongoing basis.

All policies and procedures that form part of the ISMS must comply with international and national best practice and relevant legislation.

Section 2: Membership

The members of the Information Security Management Review Team are on the Team by virtue of their function within Carlow College. In general terms, they represent key operational areas within Carlow College.

Function	Mode of Selection
Senior Management Review Team Representative, Chair	Appointed by the Management Board *(ex officio)*
Head of IT	*Ex officio*

Data Protection Officer	*Ex officio*
Head of Human Resources and EDI	*Ex officio*
Head of Facilities	*Ex officio*
Head of Academic Delivery and Programmes	*Ex officio*

Section 3: Reporting Structure
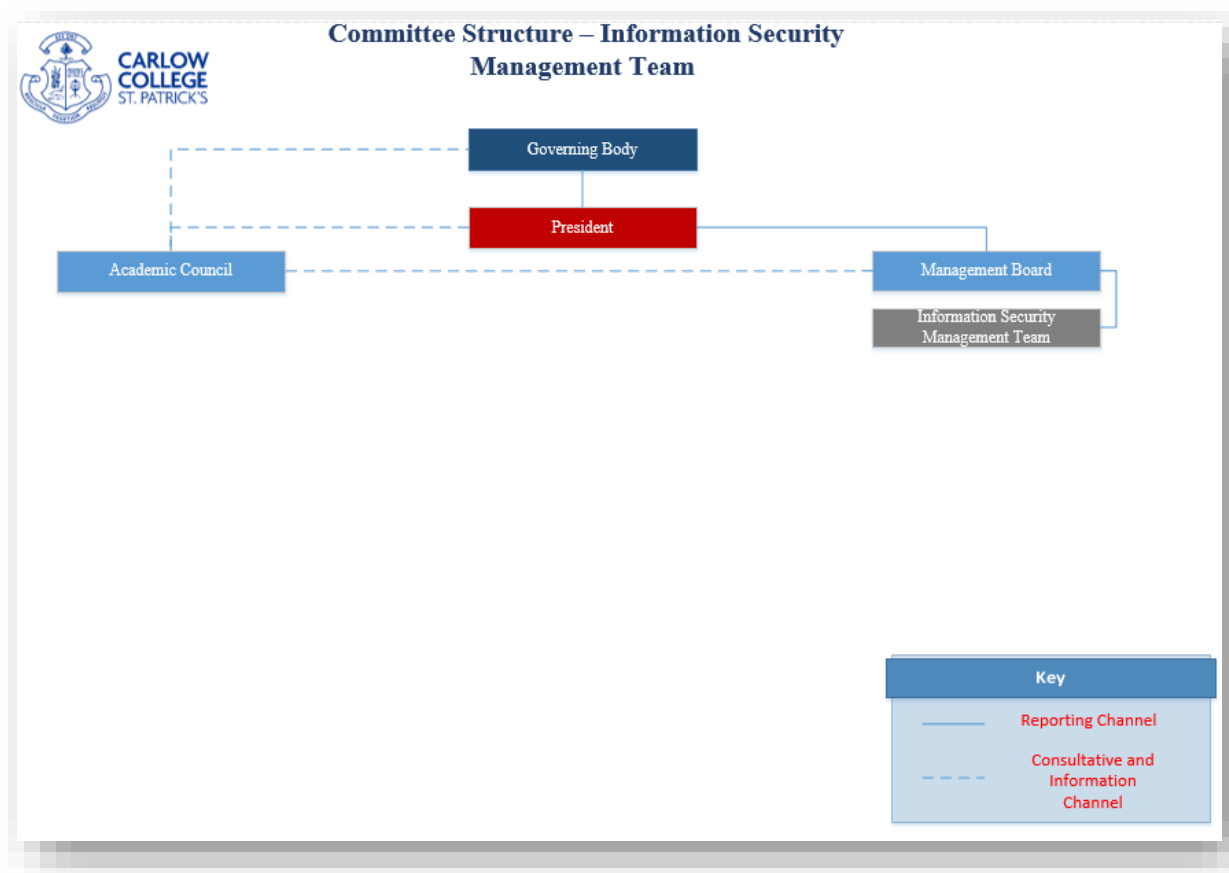
The Information Security Management Review Team reports directly to the Management Board. To comply with the Quality Assurance Framework at Carlow College, all policies managed by the Information Security Management Review Team are approved by the Management Board and updates regarding its activities are reported twice each semester.

Section 4: Terms of Reference

The Information Security Management Review Team is tasked with:

- create and keep records of meetings adhering to the *Records Management Policy*;

- to develop the decision-making process within the Information Security Management Team;

- to ensure that all documents related to the management of the ISMS are reviewed quarterly, the documents include: Competency Matrix, Documented ISMS Scope Statement, Statement of Applicability, Communication Plan, ISMS Management Plan, ISMS Document Tracker, Information Security Roles Assigned and Responsibilities, Legal and Contractual Requirements Register, Training and Awareness Plan; Controls Accountability Matrix and Information Security Risk Register;

- to ensure that policies related to the ISMS are monitored and reviewed according to what is stated in the policy;

- to ensure that all standard operating procedures, at the departmental level, are developed, and maintained, in accordance with relevant policies;

- submit updates to the Management Board at least twice a semester; and

- to conduct frequent internal audits of the ISMS and engage with the appointed auditor of the College annually and respond to their recommendations.

Section 6: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the Information Security Management Team, one of whom shall be the Chair.

Section 7: Voting at Meetings

All decisions of the Information Security Management Team shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chair shall have a second or casting vote.

Section 8: Frequency of Meetings

The Information Security Management Team shall meet annually in late August and at least twice each semester. As the ISMS is being developed, the frequency of meetings will be more frequent.