**Minutes of the extraordinary meeting of the Group Audit and Risk Committee
held at 4:00pm on Wednesday 2 February 2022
via MS Teams**

Present
Duncan Brown (Chair)
John Cole
Mark Lemmon
Rob Orr

In attendance
Natalie Ferer
Kerry Johnson
Stuart Johnston
Nicole Louis
David Phoenix
James Stevenson

Internal auditors
Gemma Wright (BDO)
Nicola Walker (BDO)

Apologies
Richard Flatman

1.   **Welcome and apologies**

      The Chair welcomed members to the meeting.

      The above apologies were noted.

2.   **Declarations of interest**

      No member declared an interest in any item on the agenda.

3.   **Minutes of the previous extraordinary meeting**

      The committee approved the minutes of the extraordinary meeting of 28
      October 2021 and their publication as redacted, subject to minor
      amendments.

4.   **Matters arising**

      The committee noted that the IT local risk register would be circulated
      electronically to members during February 2022.

All other matters arising were noted as being complete or in progress.

5.   **IT disaster recovery internal audit update**

The committee discussed in detail the final IT disaster recovery internal audit report, which had been updated since the last meeting to include management responses, which BDO confirmed they were satisfied with. The committee noted that the draft report had been discussed in detail at its 28 October 2021 meeting.

The committee discussed the work that had been done since the previous meeting and noted the associated action plan. The committee noted that the Executive considered the action plan to be realistic in terms of timescales and investment, taking into account the 'business as usual' work done by the IT department. The actions within the plan were fully costed and budgeted.

In response to a question about recovery from a future serious incident, the Director of IT confirmed that recovery would be quicker than that following the major incident of December 2020, in particular with segmentation of the network. The next phase would focus on improving IT infrastructure, addressing legacy systems and the digital student journey.

The committee noted that an IT security follow-up report had been carried out during December 2021. The final report would be brought to a future meeting when complete.

The committee requested a further update at its next meeting on 30 June 2022, alongside a wider discussion on LSBU business continuity plans.

6.   **IT organisational structure**

The committee noted the overview of the IT organisational structure. The committee noted that Salesforce development and maintenance was now in-house in the IT team.

7.   **Salesforce data breach**

The committee noted the report on the recent Salesforce data breach, which had been reported to the ICO.

The committee noted that the breach involved unstructured personal data of approximately 120,000 of students, applicants and alumni, which was available through internet search engines. The committee noted that the breach had since been rectified and that there was no evidence that the breach had been exploited.

The committee noted that the breach was due to an error made by an administrator working for PwC.

The committee requested that an update be provided when a response from the ICO was received.

Date of next meeting
4pm on Thursday 30 June 2022

Confirmed as a true record

Duncan Brown
.... (Chair)