

**Minutes of the Zoom Meeting about the Draft Guidance Document on Information Governance**

**in Educational Research on 27th July at 11.00am**

Present: Jody Mckenzie (JM), Graham Chadwick (GC), George Cherukara (GPC), Deirdre Kelliher (DK)

Apologies: PatrickMaitland-Cullen (PM-C)

1. Discussion of the draft guidance document

GPC welcomed the Group to the meeting and summarised the background to the formation of this new SOHRC group. Prior to the meeting, he had circulated the Aberdeen Data Protection Checklist for Researchers to Group members for comment. PM-C has already responded.

* 1. Guidance document

JC, Governance Officer at the University of Aberdeen introduced the checklist. It is a working document which is evolving. It’s length may be regarded by some as problematic but it is possible to click on individual sections to gain information on particular areas. Group members should send on their comments to DK. **Action All**

DK will collate the comments and forward to JM. **Action DK**

JM will review the document and send out the revision to DK **Action JM**

DK will circulate the revised document to Group members and also to Education Research Group contacts in Glasgow and Edinburgh. **Action DK**

* 1. Comments – PM-C

PM-C provided a list of other useful references which JM though could be included at the end of the checklist in a Further reading section

1. Next meeting

November - DK will arrange at the end of September. **Action DK**