3.2 The University considers interested parties to include: students, staff, visitors, tenants, contractors, neighbours, the emergency services, the London Borough of Camden, OfS and research funders.

3.3 This policy is not intended to change existing business-as-usual management processes and operations. It will support existing good practice where it contributes to organisational resilience.

4 Aims and Objectives

4.1 To ensure that robust and relevant Business Continuity and Incident Management Plans are in place across the University, both at organisational and departmental level.

4.2 To identify all

The Pro Vice-Chancellor (Finance and Operations) is the lead for Business Continuity on behalf of the Vice-Chancellor. The role holder will:

the BCIM programme.

Report on the BCIM programme to the Audit and Risk Assurance Committee on a termly basis.

Chair Gold Team meetings during a critical incident (with the Pro Vice-Chancellor Partnerships and Governance to act as deputy).

5.3 Business Continuity Manager

The Associate Director IT Security and Business Continuity is responsible for managing the implementation of the BCIM Policy and Programme on a day-to-day basis. The role holder will:

Ensure that the organisational Business Continuity and Incident Management Plan and depa*nBT/F1 12 Tf1 0 0 1 76.824 494.59 Tm0 g0 G[ )]TETQEMC /Span AMCID 11/3tc0 g G

The remit of this organisation-wide group is to oversee the development of Business Continuity and Incident Management Planning on behalf of the Business Continuity Lead.

The group is chaired by the Business Continuity Manager and includes representatives across the University, including from Risk Management, Estates and Facilities, Human Resources, IT and Digital Services, Communications, Residential Services, School of Advanced Study and University of London Worldwide.

The BCSG will ensure that an effective BCIM programme is being implemented, consider annually the findings of the Business Impact Analysis process, review reports and actions around incidents, and make recommendations for improvements, efficiencies and training to ensure continued engagement with Business Continuity and Incident Management Planning for the University.

5.7 Staff

Every member of staff must be aware of the evacuation and Health & Safety arrangements that affect their working environment. Staff members should also be aware of their departmental Business Continuity Plan and how it will affect them. Staff members should ensure that they ar

10 Version Control

Date	Version	Purpose/Change	Author
15/02/2023	1.0	First draft approved by RA	Associate Director IT Security & Business Continuity
21/06/2023	1.1	Updated following audit by PwC	Associate Director IT Security & Business Continuity
08/09/2023	1.2	Updated and approved by VCEG	Associate Director IT Security & Business Continuity