

# Draft Minutes (PV)

**Meeting:** Information Security Council - Meeting

**Date & Time:** Wednesday Mar 28, 2024 (3:00-5:00 P.M.)

**Location:** HYBRID: President's Board, Room 132, Simcoe Hall, 27 King's College Circle/ MS TEAMS

## CHAIR:

Deepa Kundur, Bo Wandschneider

## ATTENDEES:

Rafael Eskenazi, Dimitris Keramidas, Andrew Petersen, Zoran Piljevic, Bo Wandschneider, Maher Elshakankiri, Marcelo Ponce Castro, Tero Karppi, Tamer El-Diraby, Alex Matos, Luke Barber

## BY INVITATION :

Sotira Chrisanthidis, Deyves Fonseca, Kalyani Khati, Sue McGlashan, Paul Morrison, Carrie Schmidt, Kanupriya Parab, Kelly Carmichael, Belinda McKay, Ravneet Kaur, Andrew Wagg

## REGRETS:

Rohith Sothilingam, Maryam Younis, Aleksander Nikolov, Marcel Fortin

## NOTE TAKER:

Belinda McKay

Item #	Item
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| 1 | <b>Welcome:</b><br>The meeting convened at 3:05 p.m. with co-chair Deepa Kundur presiding. The Chair welcomed members and guests and called the meeting to order.  |
| 2 | <b>Approval of agenda:</b><br><b>Motion:</b> The Chair invited comments from the Council regarding the Agenda. The ISC agenda for March 28, 2024, was approved as presented.<br><p style="text-align: right;"><b>All in concurrence</b></p>  |
| 3 | <b>Consent Agenda</b><br><br><b>Motion:</b> To approve the consent agenda, including the Public and Full Minutes of February 6, 2024, ISC meeting as presented.<br><p style="text-align: right;"><b>All in concurrence</b></p>   |
| 4 | <b>CISO updates:</b><br>Deyves F. provided the CISO updates as the acting Chief Information Security Officer.<br><br><b>Headtable dashboard</b><br>Deyves shared highlights from the Information Security dashboard which is shared with the head table (Tri-Campus VP, Provost and President), the Audit Committee, and the ISC.<br><br><b>Principles and Deans dashboard</b> |

	<ul style="list-style-type: none"> <li>This dashboard highlights four key risk areas that have been targeted for improvement. It shows how each division is doing in these areas and where they are compared to other divisions.</li> </ul> <p><b>Other updates</b></p> <ul style="list-style-type: none"> <li>Bo talked about the DAC request for Information Security budget.</li> </ul>
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6	<p><b>Incident response plan updates</b>  <b>Deepa Kundur:</b> Introduced the agenda and speakers.  <b>Sotira Chrisanthidis:</b> Presented the incident response plan with Andrew Wagg for endorsement.</p> <p><b>Purpose:</b> The incident response plan will act as a reference point for the institution’s incident response and to motivate incident response planning for divisions and local units.</p> <ul style="list-style-type: none"> <li>Sotira Chrisanthidis explained the structure of the computing security incident response membership.</li> <li>Andrew Wagg discussed the changes made to the incident response plan.</li> </ul> <p><b>Voting on Endorsement:</b> Deepa called for a show of hands for the endorsement vote on adopting the updated Incident Response plan. The endorsement passed with a majority vote.</p>
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7	<p><b>Data classification governance framework for institutional data</b></p> <p>Deepa introduced the next matter of business: endorsement on the data classification governance framework for institutional data. Jeff Waldman and Kiren Handa presented the framework.</p> <ul style="list-style-type: none"> <li>Clarified that the framework pertains to administrative data, not research data.</li> <li>Emphasized the increasing importance of data classification, especially with the introduction of AI tools and legislative focus.</li> </ul> <p>There was positive feedback on the approach, highlighting the importance of clear roles and responsibilities.</p> <p><b>Endorsement statement:</b></p> <ol style="list-style-type: none"> <li>Data classification decisions are driven by confidentiality, regulatory requirements, personal identifiability, criticality to operations and business impact.</li> <li>Data Governance Council is authorized to create a list of common data elements along with their classification level in consultation with the FIPP Office, Information Security, Legal, Data Governance and Data Trustees.</li> </ol> <p><b>Endorsement vote:</b> Deepa called for a vote on the endorsement. The endorsement passed with a majority vote.</p>
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8	<p><b>Data Asset Inventory and Information Risk Self-Assessment (DAI-IRSA) insights</b></p> <p>Deepa introduced the next matter of business: DAI-IRSA insights</p> <p>The DAI-IRSA team shared the following:</p>
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	<ul style="list-style-type: none"> <li>• Program updates</li> <li>• Assessment results</li> <li>• Key risk insights</li> <li>• Recommendations</li> </ul>
9	<p><b>Annual report</b></p> <p><b>Information Security Annual Report:</b> Presentation by Deyves Fonseca on the state of the university's information security. It is an annual obligation of the CISO to report on security posture, past achievements, and future plans.</p> <p>Deyves shared key accomplishments, success stories, risk insights and future initiatives.</p>
10	<p><b>Approach for onboarding faculty members to Security Awareness and Training</b></p> <p><b>Kalyani Khati presented this topic.</b></p> <ul style="list-style-type: none"> <li>• Objective: Discuss approach for onboarding faculty members to security awareness and training.</li> <li>• Input Requested: Strategies to engage faculty and increase participation.</li> </ul>
11	<p><b>Any Other business</b></p> <p>None</p>
12	<p><b>Closing Remarks:</b></p> <p>The Chair thanked members and guests for their time and commitment. There being no further business to come before the Council, the meeting was adjourned.</p>