



RECORDS & INFORMATION MANAGEMENT COMMITTEE CHARTER

July 2019



Charter Purpose

The Charter sets out the role, responsibilities and working arrangements of the Records and Information Governance (RIG) Committee.

Establishment

The Records and Information Governance Committee is established in accordance with National Archives' Digital Continuity 2020 Policy.

Objective

To assist National Housing Finance and Investment Corporation (NHFIC) to establish best practices and to build a culture in which information and data assets are valued.

Role

The Committee directs all information and data matters including the framework, policies, strategy, resources and reporting and ensures it is consistent with other agency functions. It provides strategic support for operationalising practices to obtain the best business value from information.

Responsibilities

The Committee is responsible for:

- Approving and monitoring the effectiveness of the Information Governance Framework, including the policy, procedures, strategy, systems, resources and training for managing information.
- Coordinating information governance reporting (DC2020), audits and reviews.
- Ensuring information processes, systems, roles and resources are sufficient to meet business needs and information standards.
- Advising new business system procurement meet information requirements.
- Identifying and mitigating information risks including loss of knowledge and corporate memory, security, access and privacy.
- Liaising on whole of government initiatives such as implementing standards and data reporting.
- Actively promoting and rewarding a culture in which information is valued, supports decision making and is

used in digital format.

Committee Membership

The Committee will consist of persons holding the positions of:

- Chief Financial Officer;
- General Counsel;
- Legal & Compliance Counsel;
- Portfolio Manager;
- Operations Manager;
- Representative of Credit & Origination teams
- IT representative

The General Counsel is Chairperson of the Committee. The Committee, at its discretion, may add other members. The Committee will manage succession planning of its members.

The Committee can call upon employees of NHFIC, Export Finance, internal and external auditors and such other expert advice as it determines is appropriate to enable the Committee to properly consider matters within its remit.

Meetings

The Committee shall meet quarterly and as any member of the Committee deems necessary.

A quorum will consist of at least 3 members of the Committee, one of which must be the Chief Financial Officer, Portfolio Manager or Legal & Compliance Counsel.

Committee proceedings and resolutions will be minuted. The Portfolio Manager will coordinate the distribution of minutes to the Committee members following each meeting. Records of minutes will be saved electronically.

Reporting and Information Papers

The Committee will prepare the annual Digital Continuity 2020 report to be signed off by the agency head.

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National Housing Finance
and Investment Corporation