



# UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Friday 26<sup>th</sup> January 2018**  
 Time **9:30am**  
 To **University Finance User Group (FUG)**  
 At **Todd-Hamied Room, Department of Chemistry**

## University Finance User Group (FUG)

### Opening of meeting and initial remarks:

Robin Uttin opened the meeting and welcomed all new attendees:-  
 Bruce Daniels – CRUK , Farhana Ghelani – Investment Office, Colin Ryan – MRC Epid, Mark Housden – Engineering,  
 Petra Beranova - Finance Division

### To Note

- The next FUG is at the Post-Doctoral Centre, Eddington, a map will be published with the agenda.

### MINUTES

- 1. Minutes of previous meeting 13<sup>th</sup> Dec**
  - Approved and signed.
- 2. Actions from previous meeting**
  - No actions from previous meeting.
- 3. General Data Protection Regulation (presentation attached)** **James Knapton**
  - **What is GDPR?** – Comes into effect 25 May 2018 and is an EU regulation for all Euro states. This will apply beyond Brexit. Applies to every organisation that handles individuals. Fines increase from £500k to up to €20m.
  - **Principles** – see the Principles about being fair and transparent to people to collect for certain purpose and then use it for other purposes. Not kept for longer than necessary. University. Just be able to demonstrate compliance with the principles.
  - **Lawfulness** – DPA met a condition for processing for personal data use. GDPR is reformulated as legal bases for processing. Higher standard of consent as data is freely given, specific, informed and demonstrable. Legitimate interests are invalid for public authorities in the performance of their tasks. Special category data is not financial but those such as health, sex, ethnicity, trade unions etc. There are actions for the University to reconsider legal basis for each type of data subject (person).
  - **Privacy Notices** – Forms need to be changed for each data subject. All University privacy notices need to be rewritten and if possible rationalised and standardised.
  - **Rights** – Opinions are classified as data and if objected to must be married as rectified. New rights include erasure (right to be forgotten). Send rights to anyone and have 30 days to respond without charge.
  - **Accountability** – Only ask what you need to know. Proper access controls so not all can see everyone's data. Each college is a data controller. A Cloud Storage Company is acting as a data processor. Data breaches must be reported to ICO within 72 hours. Not just a technical but an error e.g. Sending letter to wrong person or emails to all and not a bcc.



- **How is the University managing** - Most changes can be implemented centrally. Change forms for contracts, guidance, web forms. Certain actions need to happen in depts. Toolkit issued for changes to be implemented locally. **See links in presentation.** Online training course to be launched in March.
- **Most significant risks** are data retention, keeping too much for too long. Putting information into systems without checking terms. Bring your own device / phone to access University information. Working From Home - no policy that needs to be reviewed. Apply appropriate technical measures. UIS developed check list to run this against largest systems to check that data is secure. Personal responsibility to not to be nosey as this could be construed as a criminal offence.

#### 4. Financial Systems (presentation attached)

**Michelle Bond and Stef James**

- **Java and Critical Patching** – Patching plan is now established and it is expected downtime will be from Friday 2<sup>nd</sup> February at 5pm and restored on Monday 5<sup>th</sup> February at 9am. There are changes to Java which will be communicated in due course. A technical link with guidance will be issued in the bulletin on Monday 29<sup>th</sup> January.
- **Password security** – Policy document is being written to recommend UCFS password is increased to 13 characters and never needs changing.
- **Library Interface – ALMA** – New system for paying Library fines on line in one payment went LIVE on 17<sup>th</sup> January.
- **Supplier Search and Request** – Re-development of the form on a mostly like for like basis with some improvements. Demo to departmental users w/c 29<sup>th</sup> Jan. Anticipated go LIVE in the summer.
- **E-invoicing expansion** – Another five suppliers are about to go LIVE. A questionnaire is about to be issued to understand Departmental ordering processes.
- **Chart of Accounts review** – Project is underway to assess the understanding of the chart of accounts across the University. A questionnaire will be released to Departmental Key Contacts and feedback is very important.

#### Project Pectus

**Claire Cahill**

- Spin off from the Finance Information Delivery Project. Pectus is Latin for 'Chest'. Pilot using chest allocation operating in parallel where post income to chest as journals. Driven from how we plan finances in the University. Planning for chest is different to non-chest.
  - Biggest benefit is consistency in planning. Reports tell you the same thing but can read differently depending on whether they are chest or non-chest. Requires some COGNOS report changes.
  - Take feedback from pilot dept. and send initial communications to let people know what is going on. Decision around May time

#### 5. General Finance Matters (presentation attached)

**Chris Patten and Stephen Kent-Taylor**

- **Bank Sort Code Changes** – new sort code of 20-17-68 is now in operation. Paying in books have been sent out. IBAN has also changed so if you need this then please contact Finance Division.
- **Shared services** – A review of the service is being carried out in the form of a questionnaire. Results will be feedback at the next FUG. Batch name has changed so the date is now when we receive the invoices and 'SSF' added at the send to show that it has been processed by Shared Services.
- **Fraud attempt – bogus change in bank account** – The payments team flagged an IPO request as suspicious. Department had received a legitimate invoice for payment to a Bangladeshi research partner. Doctored invoice with new bank details was then received from the same Hotmail account. The department checked by responding to the email and got confirmation that bank details have changed. The department sent invoice with an IPO request. Payment was stopped and further enquiries made. We found the Hotmail account had been hacked. The fraudster had found the invoice in the email account, doctored it, and send it again with their own bank details.

**Be vigilant, especially with the new bank sort code change likely to increase the number of legitimate bank detail changes, and look out for invoices sent from Hotmail/Gmail/etc addresses.**

- **New excel expenses form** to be released soon. New expenses online form available soon. One for visitors is also being developed. Any comments please let [Stephen Kent-Taylor](#) know.

#### 6. Finance Training (presentation attached)

**Helen Parker**

- **Anti-Bribery and Corruption** – New course about to launch and is University relevant and includes new corporate criminal offences. Old course will still be around for a while.
- **MRC Toxicology Unit (PU)** – Go LIVE on 1 March. If you are already transacting the please tidy up before this date.
- **Off Payroll Workers** - video has been developed to give an overview
- **Managing the Budget Course** – is being piloted but will be going live with the main programme. If interested please let [Training](#) know.

Any topics that people want to see covered at a future FUG please email [Robin.Uttin@admin.cam.ac.uk](mailto:Robin.Uttin@admin.cam.ac.uk)

**Dates of next meetings – held at Todd-Hamied Room, Department of Chemistry starting at 9.30am unless stated otherwise**

#### **2018**

Friday 9<sup>th</sup> March

Friday 20<sup>th</sup> April

Wednesday 6<sup>th</sup> June

Friday 13<sup>th</sup> July

Wednesday 19<sup>th</sup> September

Friday 2<sup>nd</sup> November

Wednesday 12<sup>th</sup> December

#### **Notes**

Post-Doctoral Centre, Eddington

Sainsbury Laboratory

Clifford Allbutt Lecture Theatre, Addenbrooke's

Followed by year end seminar

Isaac Newton Institute for Mathematical Sciences

#### **Presentations:**

The following presentation covers items 3, 4, 5 and 6



GDPR briefing core  
slides Jan 26 FUG.ppt



FUG Presentation  
26.01.18.pptx

#### **Attendees**

Robin Uttin

Theresa Daly

Neil Kent

Michelle Bond

Stephen Kent-Taylor

Gina Arnold

Dan Greenfield

Ann Searle

Camila Hernandez

Claire Cahill

Joel Brand

Finance Division

Investment Office

CIMR

Finance Division

Finance Division

Vet School

School of Technology

Chemistry

Office of Post-Doctoral Affairs

Arts and Humanities

School of Physical Sciences

Andria Laws	Hamilton Kerr Institute
Joseph Worth	MRC CBU
Niall Taylor	Physics
Victoria White	MRC CBU
Janice Sutton	Finance Division
Lara Gisborne	DRC
Tom Sweet	DRC
Julia Nicholson	INI
Stephanie Clare	Sports Service
Emily Challis	Physics
Andrew Rose	UIS
Helen Wain	Finance Division
Helen Parker	Finance Division
Chris Patten	Finance Division
Yanying Chen	MRC BSU
Bruce Daniels	Oncology
Julie Blackwell	Earth Sciences
Sally Knock	Geography
Peter Hewitt	Finance Division
Stef James	Finance Division
Lisa Christie	ROO
Kerry Wallis	Fitzwilliam Museum
Sidney Ho	Economics
Mark Housden	Engineering
K Chan-Ward	Faculty of Education
David Savidge	Astronomy
Susan Leatherbarrow	Astronomy
Luke Beattie	Estate Management
Richard Allison	CISL
Craig Langton	Economics
Louise Luke	UIS
Brenda O'Leary	Cambridge Trust
Mike Sinclair	Finance Division
Vladka Mikulski	Finance Division
Bernie Parsons	Finance Division
Petra Beranova	Finance Division
Sam Thake	Finance Division
Colin Ryan	MRC Epid
Irina James	MRC MBU
Tracey Theobald-Greaves	Pharmacology
Catherine Austen	CRUK CI
Alex Stanbury	CRUK CI
Dominic Drane	Psychiatry
Philipa Moore	Clinical School
Deana Robinson	SHSS
Farhana Ghelani	Investment Office

Apologies

Kylie Birch