

IT Equipment Policy

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Introduction

1. Purpose

This document sets out the University’s policy on IT equipment and establishes high-level principles for acquisition, use and disposal of IT equipment.

2. Scope

This policy covers all IT equipment purchased by the University for use by staff and students. It includes desktop computers, laptops, tablets and mobile phones where

they are provided by the University. It excludes personally owned IT equipment, and specialised IT infrastructure.

Definitions

Policy

1. IT equipment purchased by the University remains the property of the University for its lifetime. Access to IT equipment by staff and students is subject to all relevant policies (including the Acceptable Use Policy) Any withdrawal of access should be considered in consultation with HR
2. Students will be provided access to shared IT equipment in IT labs, open access IT areas and IT loan equipment. All staff will be provided with a dedicated IT device to carry out their role. Exceptions to this, such as the provision of additional IT devices will require extra approval by the Director of ITS.
3. All IT equipment must be purchased using the University's approved suppliers and follow the University's procurement policies by staff authorised to do so by the Director of ITS.
4. All IT equipment must be centrally managed by the University and comply fully with the University's Software and Security Policies.
5. The University will review IT equipment on a regular basis to ensure it remains fit for purpose, achieves maximum value for money and continues to meet the University's performance requirements.
6. Where IT equipment is shared access such as in IT labs and general access areas it must be physically secured to prevent theft. Where staff are using personal IT equipment, they must always ensure its physical security.
7. IT equipment must not be retained by (or sold to) staff or students should they leave the University or if the device reaches end-of-life. This is for reasons of information security, software licence compliance and compliance with regulations on the disposal of electronic equipment.
8. All IT equipment must be disposed of in accordance with the EU Waste Electrical and Electronic Equipment Directive (WEEE) regulations using the University's approved contractors. This activity will be managed by the Director of ITS.

9. All IT equipment must have all University data removed before it is disposed of, and where this is performed by a third-party, certificates of destruction must be provided by the third-party and retained by the University. This activity will be managed by the Director of ITS.
10. Access to IT equipment will be given using the principle of least privilege first, whereby staff, students and administrators will be authorised to access only the resources they need to perform the activities of their role.
11. Access to IT equipment by staff, students and administrators must be logged for regulatory compliance, performance, and security reasons.

Procedures

The University follows the procurement regulations and procedures defined by Finance and Procurement team to ensure legal compliance and value for money.

ITS will review IT equipment on a regular basis considering current software versions, operating systems, and performance requirements to ensure it remains fit for purpose, and consulting with Heads of Schools and Directors of Professional Service Departments.

When new staff join the University and receive their IT account, they will also receive an invitation to order personal IT equipment. Their personal IT equipment will be delivered to the new staff member's home address in the UK by the University's service provider, on or before their start date. Their line manager will be informed when equipment has been ordered and delivered.

Requests for mobile phones will be reviewed on a case-by-case basis. As a policy, the University does not supply mobile phones unless a business case is submitted which will be reviewed by the Chief Operating Officer.

When staff leave the University and submit their notice of resignation, as part of the final salary payments process, HR will notify ITS to arrange the return of personal IT equipment. IT equipment should be returned on or before the final day of service and can be done in person on site or through the University's service provider who can collect it from a home address in the UK. Those who are working overseas on university equipment must have express permission from the IT Director and that the user is responsible for the return shipment of equipment if their employment should cease.

Staff leaving the University must remove all university and personal data from their personal IT equipment before it is returned as it will be wiped and rebuilt before

being reissued by the University's service provider, so data cannot be recovered after a personal device has been returned. To prevent unexpected data loss, we recommend staff use the University's cloud file store service to work on and back up University data, and a personal cloud file store service to work on and back up personal data.

When personal IT equipment belonging to the university and assigned to a member of staff is lost or stolen this must be reported to ITS and HR immediately so that all data and information on the lost device can be securely destroyed using remote management tools, and replacement personal IT equipment supplied to the staff member as soon as possible. To prevent unexpected data loss, we recommend staff use the University's cloud file store service to work on and back up University data, and a personal cloud file store service to work on and back up personal data.