



For help or advice regarding
Information Security and
Data Protection Policies, contact
the ISS help desk on
ext 2436 (01227 78-2436).



You and Computers @ Work



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All University staff are responsible for making sure they comply with all Information Security and Data Protection policies. Use of any IT equipment at the University assumes you accept these conditions.

Abuse of University facilities and / or University policies is rare, but if it occurs, this could put the University's reputation and confidential data at risk and may also result in disciplinary action.

You are provided with access to IT equipment for the purposes of your work at the University, and our policies reflect that.

We all use information every day, and some of it is highly sensitive. It is vital that all data held is accurate and kept secure and confidential.

You are responsible and accountable for the security of data you have access to.

Your personal password must be kept secret at all times.

Systems access levels will be determined by what is appropriate for your role.

Email is a very useful tool, but can easily be abused. Be careful what you say in e-mails – electronic statements must be treated like any other form of correspondence. Care must also be taken in circulating confidential information / attachments by e-mail.

You must not send abusive, offensive, discriminatory or obscene emails or send mass bulk emails to large groups of people.

You must take care in copying or storing data outside of the main servers (i.e. to laptops and pen drives). You should only copy what genuinely needs to be copied and once the data is no longer required, it should be deleted.

You should not give out any information to a third party unless you are sure you are permitted to do so. If in doubt, don't! Check first.

This is just a summary: by using any computer at the University you are agreeing to accept all terms in the Regulations and Policies.

For help or advice contact the ISS help desk on ext 2436 (01227 78-2436) in the first instance.