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Information Security Policy

Staff Desktop

1 Introduction

- 1.1 The Information and Technology Services' (ITS) provision underpins many of the academic and non-academic activities of the University.
- 1.2 Suitable desktops are key to achieving these aims.

2 Background

- 2.1 ITS supplies a default Staff Desktop with the core software necessary for staff to undertake the majority of university business related processes. This model is known as the "Standard Managed" model and is judged by

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- iii) To save documents to a networked drive or other storage system compliant with the Information Security Policy and, exceptionally if data is kept on local storage, to make regular backup copies to media stored at a remote location.
- iv) To keep mobile computing devices secured when unattended (e.g. to a desk, in a locked cabinet or stored in a locked car boot).
- v) To undertake relevant training offered by ITS or the University for computer use.

ANNEX A

Some examples of staff roles that must use a managed model:

-) Can change payroll details.
-) Has direct access to the central University database.
-) Has access to Special Category Data (as defined by the General Data Protection Regulation).

An example of a role which might have to use a managed model:

-) Has access to confidential data (as defined in the Information Handling Policy).

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