University Supplied Portable Devices

Oct 2015

What is this IS advisory about?
This advisory sets out the actions that must be taken by all University of Portsmouth staff or students who have or use a University-issued portable digital device such as a laptop, smartphone or tablet, or who are temporarily using a 'shared' University portable device.
For more information on this, please contact the IS Service Desk at servicedesk@port.ac.uk or on 023 9284 7777.

Who is this IS advisory aimed at?
This IS advisory is aimed at all staff and students of the University.

How does the University monitor compliance with this IS advisory?
Annual review of this IS advisory will be performed to evaluate its effectiveness.

Who can you contact if you have any queries about this IS advisory?
Any questions about this advisory should be directed to servicedesk@port.ac.uk

1. Introduction

All portable devices acquired for or on behalf of the University remain as University property from the point of acquisition to their disposal. Each member of staff using a University portable device is responsible for its security, regardless of whether it is used in the office, at home, or in any other location such as a hotel, conference room, car or airport.

2. Insurance claims

IT equipment supplied to staff is insured by the University. The excess is £2,500* for each and every loss for which each Department is responsible: but this reduces to £500* providing the following requirements are met.

** For up-to-date figures, contact the Insurance Officer at : www.port.ac.uk/departments/services/finance/UniversityInsurancePages/InsuranceContacts/.*

3. Requirements

3.1 Always use a password or pin to protect access to your portable devices.

3.2 Full hard disk encryption software must be installed and active on all University laptops.

3.3 All University smart devices which have been supplied through Information Services should have encryption enabled if available. However, if the device has not been procured through Information Services, the user is responsible for ensuring the device has encryption enabled. Further advice can be sought from the IS Service Desk by email at servicedesk@port.ac.uk or on 023 9284 7777.

3.4 Portable devices, including external hard drives or any other removable electronic media must be secure when not in use. When taking a portable device home, staff must take all reasonable precautions to reduce the risk of theft or loss.

For example:
• In a car – never leave your portable device in open view – keep it out of sight
• Using public transport – keep the portable device with you at all times
• At home – keep the portable device out of sight of potential onlookers
• When not in use – keep the portable device in your pocket, drawer or cupboard.

Where it is impractical to secure the portable device, University of Portsmouth staff must keep their portable device with them and take all reasonable precautions to prevent its theft, loss or data compromise.

4. Data security and implications
Data content stored on a portable device is not covered by the University's insurance. If a portable device is stolen, the data held on the device will almost certainly be lost. Users are responsible for the security and backup of all data stored on their portable devices.

Staff should consider whether it is ever appropriate to store sensitive information on a portable device, external hard drives or any other removable electronic media. If the data identifies people or if the data could enable access to the University network (e.g. passwords or login details), then it is preferable to keep the data at work, on University IT systems where it can be properly protected.
The Information Commissioner's Office recommends that portable and mobile devices including magnetic media, used to store and transmit personal information, the loss of which could cause damage or distress to individuals, should be protected using approved encryption software.

5. Violations and responsibilities
Violation of the terms within this advisory without good cause may be grounds for disciplinary action.

6. Theft reporting procedures

Please report the crime to the police and obtain a crime reference number. In addition you must report the incident to the University using the numbers listed below:

1. The IS Service Desk (023 9284 7777)
2. Campus Environment, Security Lodge (023 9284 3418)
3. Information Disclosure and Complaints Manager (023 9284 3642)
4. Security Architect (023 9284 3279)
5. Insurance Officer (023 9284 3308)