

# Information Services Policy Statement

Reviewed – February 2023



**INFORMATION SERVICES POLICY STATEMENT****Aim**

This Policy Statement sets out the approach by the University of the West of Scotland in relation to the provision of effective information technology resources for all staff and students of the University. Computer and information systems underpin all the University's activities and are essential to the delivery of the University's strategic objectives. This Policy Statement sets out the broad principles by which the University operates and should be read along with the related guidelines, procedures and protocols referred to below.

**Scope**

This Policy Statement applies to all staff and students of the University and any third party authorised to use University IT facilities and information.

**Principles**

The University recognises the need for our staff, students and visitors to have access to high quality information systems in order to carry out their work. The University is committed to providing a modern information technology environment for our students and staff. The University is also committed to ensuring the secure handling of information whilst providing appropriate access to these information systems.

As part of our commitment, the University:-

- is committed to protecting the security of its information and information systems, in particular by ensuring the information it manages is appropriately secured against breaches of confidentiality, failures of integrity or interruptions to the availability of that information.
- will support all users of University systems in understanding good practice, avoiding misuse of University facilities and behaving lawfully.
- will make sure information is available to all University staff so they can understand their responsibilities in the effective management of University IT hardware assets.
- will make sure information is available to all students and staff using University Information Services facilities so that they can understand their responsibilities to comply with licensing arrangements and copyright legislation with respect to Information Services software.
- make sure procedures are in place to ensure all users of the University Information Services systems have the tools and processes available to them in order to effectively protect their identity and data/systems belonging to the University.

## **Responsibilities**

The endorsement and upholding of the principles of this Policy Statement are the responsibility of Court. The Director of Information Services is responsible for leading the activities within the University which fall under this Policy Statement.

## **Approval**

This Policy Statement was approved by the Policy and Resources Committee on 20<sup>th</sup> March 2018.

## **Monitoring and Review**

This Policy Statement will be reviewed as needed due to changes in legislation, standards or sector good practice or where a reorganisation changes ownership, responsibility or accountability. All related Guidelines, Procedures and Protocols will be reviewed annually in line with the University's Annual Compliance Monitoring Statement.

## **Equality Impact Assessment**

A full Equality Impact Assessment was carried out on 26<sup>th</sup> February 2018.

## **Related Guidelines, Procedures and Protocols**

Copyright & Licensing Guidance  
Data Handling and Classification Protocol  
IT Acceptable Use Statement  
Acceptable Use Statement MS Teams  
MS Teams Guidance document for UWS Staff  
IT Information Security Procedure  
IT Hardware Asset Management Statement  
IT Password Management Procedure  
IT Software Licensing and Control Statement  
Guidelines for the use of Social Media at UWS  
Guidance on USB devices