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The purpose of this document is to lay forth the policy which regulates the use of a network computer account within Brunel University London, or such an account granted by Brunel University London for use in conjunction with a facility managed on behalf of Brunel University London by a third party. It should be clear that policy is not immutable: in particular, in a field such as this, where emerging technology is interwoven with emerging law, we must be able to react to changes. In the formulation and continuous reformulation of policy, we must be guided by advice from within Brunel University London and beyond, taking due consideration of legal precedent, and having due regard to the practices and experiences of our colleagues in other institutions.

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Following any such action, the account-holder must attend the Computer Centre Service Desk before access may be resumed. The Computer Centre will not store a password *en clair*, in hardcopy or electronic form, beyond the initial issue to the account-holder: this means that a lost password cannot be re-issued, and that any succeeding access rights must be authenticated using a freshly generated password. Since the disclosure or unauthorised discovery of any password compromises the security of the entire Brunel University London data network, any transgression may lead to disciplinary proceedings appropriate to a serious breach of Brunel University London regulations.

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A standard network account will give access to networked filestore, some for the account-holder's own use ('home-









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At the discretion of the Director of the Computer Centre, an account may be issued to a member of staff of Brunel University London for the purposes of field testing<sup>5</sup>. This account will be issued for a fixed period consistent with the requirement for field-testing the particular entity. At the end of this time

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dissolution caused by withdrawal from, or other discontinuation of, the course of study for whatever reason. There will be no right of access by the account-holder following such a termination. On any subsequent transfer to another course of study at Brunel University London, the student will receive a new account appropriate to that course of study. The Computer Centre shall accept advice on termination of a student's registration from the Head of Registry.

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On registration for a postgraduate course of study by teaching at Brunel University London, a student becomes entitled to an account associated with that course of study, for the duration of that course of study. The standard point of issue for such an account will be during Brunel University London's process of Registration during the allotted time for the course cohort's attendance, on the production of the account-holder's currently-validated Brunel University London ID card (or an unvalidated Brunel University London ID card accompanied by officially-endorsed Registration papers), by the account-holder. After the closure of the Registration process, the point of issue for account details will be the Computer Centre Service Desk, and issue will proceed on production of the account-holder's currently-validated University ID card. The registration will be processed as quickly as is practicable, subject to the operation of scheduled components of the registration process. The period of registration will be terminated at the end date of the course of study as indicated by the appropriate information within Brunel University London's Student Records system, or at an earlier point of dissolution caused by withdrawal from, g su5 :

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A full-time student will have account access rights in accordance with the Policies of Brunel University London during the period of registration for the course of study for which the account is issued, except during any period of suspension of access imposed for any reason as laid out in the Regulations and Policies of Brunel University London.

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A part-time student will have account access rights in accordance with the Policies of Brunel University London during the period of registration for the course of study for which the account is issued, except during any period of suspension of access imposed for any reason as laid out in the Regulations and Policies of Brunel University London.

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A student who undertakes modular study at Brunel University j any

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The Union of Brunel Students occupies a special place in the structure of network accounts: the Union is independent of the university, but its symbiotic status with respect to Brunel University London makes beneficial more general access rights than may be extended to other external bodies. Continuing validity of such account is assured by annual review and confirmation by the General Manager of the Union of Brunel Students.

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Each of the elected offices has, at the discretion of the Director of the Computer Centre, an account for the transaction of the business of the office. These accounts remain in place from year to year, surviving the change in incumbent office-holders. Continuity is maintained through the co-sponsorship of these accounts by the General Manager of the Union of Brunel Students and the Human Resources Manager of the Union of Brunel Students. For reasons of compliance and records management, it is not appropriate for the officer to use this account for personal business.

If a student defers completion of a course of study at Brunel University London in order to take up sabbatical office in the Union of Brunel Students, the account for that course of study will remain available throughout the period of sabbatical office.

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There is no entitlement to an account for the transaction of business of a trade union duly recognised at Brunel University London where the duties associated with that office extend beyond activity carried out on behalf of its members employed by Brunel University London. Furthermore, it is inappropriate for any other Brunel University London account to be used for such purposes.

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There is no entitlement to an account for the transaction of business of a trade union duly recognised at Brunel University London



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The Computer Centre shall accept advice on termination of a contract from the Directorate of Human Resources.

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A lay member of the Council of Brunel University London is entitled to an account in order to facilitate Council business. Such an account will have the Secretary to the Council of Brunel University London as sponsor. On receipt of a request by the sponsor, the Computer Centre will process the registration as quickly as is practicable, subject to the operation of scheduled components of the registration process. The period of registration will be terminated at the end of the member's service on Council, or at an earlier point of dissolution on the instructions of the sponsor. There will be no right of access by the account-

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At the discretion of the Director of the Computer Centre, a member of staff of an associated institution may be granted an account for purposes relevant to the association. The account will be issued by the Computer Centre for a fixed term (renewable) consistent with the likely period of activity, the characteristics of the account to be at the discretion of the Director of the Computer Centre. On receipt of the application from the prospective account-holder, the Computer Centre will process the registration as quickly as is practicable, subject to the operation of scheduled components of the registration process, and will invite the account-holder









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A member of staff of another academic institution who is visiting Brunel University London for an extended period may, at the discretion of the Director of the Computer Centre, be granted an account on the Brunel University London data network for an agreed fixed period. This will require the support of the senior officer of the appropriate unit within the University, who will be the sponsor of the account. The visitor should attend (with a letter of credence as to academic status) the Computer Centre to be registered as an account-holder for an agreed period. The registration will be processed as quickly as is practicable, subject to the operation of scheduled components of the registration process. The period of registration will be terminated at the end of the period agreed in the collaborative agreement, or at an e







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The final category of prospective account-holder is, naturally, the most nebulous — the ‘external person’.

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In general, there is no entitlement of account for a general external person. However, the Director of the Computer Centre has the authority to grant account access at his discretion, and to attach terms and conditions upon any account so granted. Assurance of continuing validity will be met by annual confirmation by the Head of Registry or the Head of IT Governance.

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Brunel University London provides ICTS<sup>9</sup> facilities (including network accounts) for use in the furtherance of the learning, teaching, research and approved business activities of Brunel University London: activity which conforms to the above is defined as ‘primary-purpose use’.

Brunel University London’s facilities, including such facilities as are provided by Brunel University London but managed on behalf of Brunel University London by a third party, should not be used for

personal use at a level which has the potential to impinge on primary-purpose use of Brunel University London facilities.

the use or storage of unsolicited commercial, advertising or petitioning material (including any such mail in conjunction with any individual, not-for-profit, political, religious, advocative or charitable entity as well as a commer h9







1.6.4.1 - A

Brunel University London has a right to inspect, monitor or disclose data stored upon or passing through the Brunel University London data network, but will not, as a matter of routine, do so unless

required by law (including the duties placed upon the University to undertake risk-based monitoring, alerting and evidence-gathering under legislation such as, but not limited to, the Counter-terrorism and Security Act 2015).

for the purposes of maintaining the free flow of primary-purpose business of Brunel University London.

as part of an investigation of a suspected violation of the ordinances, rules, regulations or policies of Brunel University London.

Brunel University London’s policies on the inspection, monitoring and disclosure of data are founded upon compliance with all relevant legislation, and with the Seven Principles of Public Life (popularly known as the Nolan Principles)<sup>11</sup>, and with the University’s values of fairness, respect and decency.

1.6.3.1 - A

Responsibility for safe and secure custody of data stored within the Brunel University London data network lies with the file owner<sup>12</sup>: it is the file owner’s responsibility to ensure that any person with access to the data is conversant with the responsibilities of a data user, and abides by any compliance requirements.

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The appointment of an agent (or of several agents working individually or collectively) with partial or total access privileges to data stored by the account-holder does not change the responsibility for any action. The account-holder remains responsible for all data stored within any filestore associated with the account<sup>13</sup>, and the agent who creates, edits, deletes or otherwise acts upon the account-holder’s data is responsible for compliance with all relevant Pol











the Director of the Computer Centre

The boundaries for such access will be set (and may be changed) in respect of each individual investigator and for each individual investigation by any one of the above investigative authorities, who must make any relevant declaration of interest before proceeding.

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During the course of a technical investigation into the Brunel University London network service, there may occur the need for data to be processed in such a way that the content is disclosed within the investigative team. Notwithstanding the consent given by the user to allow delegate access, such accidental disclosure places grave responsibilities upon each and every member of the investigative team.

Each such investigation is different, but the following rules apply in each case.

The use of accidental disclosure must be limited to the minimum level consistent with the investigati i i1 N r





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The principal authority for access in relation to a non-academically-related student disciplinary process will be the Chief Operating Officer.

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In the course of normal working, there must be access to entities within any system for the purposes of technical investigation. In the case of network accounts, this may involve competent technical staff of Brunel University London and its agents to require access without explicit delegation by the account-holder.

Disclosure to any person outwith the investigative team is not permitted, save with the prior, explicit and written authority of the Vice-Chancellor, Chief Operating Officer, Director of Human Resources, or the Director of the Computer Centre, countersigned







An EP account may allow the account-holder to undertake such tasks (as appropriate to the account type) as

- adding a PC to the domain.
- logging onto a PC as a local administrator.
- logging onto a server as a local administrator.
- editing a group policy within a specific organisational unit (OU).
- acting as a domain administrator.
- performing high-level database administrative operations (e.g., creation, shutdown or recovery, and execution of OS system commands).
- ability to access fully a database's base tables, views and data dictionary.
- ability to access to a database instance even when the database is not open.
- ability to change a database's security settings.

An EP account only has the additional access to allow that staff member to undertake the extra tasks which require the privileges associated with the account; they do not have e-mail, filestore space or roaming profiles. An EP account will have appropriate audit-trail assurance built into its parameters. This will allow monitoring and investigation of account use, covering such areas as accountability, deterrence, management notification, and activity audit. This policy covers *all* EP accounts, whether issued to a member of staff in the Computer Centre or in any other unit of the University.

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Each EP account requires sponsorship by a senior staff member before being considered for creation. This will normally be the Team Leader of the requester's IT servicer, but may be an appropriately senior

In order to avoid any potential conflict of interest, the approval of an EP account for any member of the Systems team must be endorsed *a priori* by the Assistant Director (Technical Services) of the Computer Centre or by her/his line manager. Similarly, the approval of a DBA account for the principal Database Administrator must be endorsed *a priori* by the Assistant Director (Governance and Corporate Services) within the Computer Centre, or by his/her line manager.

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An EP account is not simply another account: the privileges granted for use imply a greater degree of trust in the account-holder. For this reason, the scope of use of an EP account must be more stringent than for a standard account.

The EP account must have a strong and secure password. As for all accounts, this password must not be shared with anyone else. Failure to abide by this instruction will be considered a serious lapse of discipline.

The EP account must be used only for the tasks approved at the time of the account's



*Network account*



