University Owned IT Devices Policy

Version	Date	Changes	Author	Approver
0.1 Draft	October 2023	New Policy	James Vincent (Cyber Security Manager)	David Nelson (Asst. Director DIS)
1.0 Approved	4th December 2024	Updated following review	James Vincent (Cyber Security Manager)	Greg McCloskey (Director of D&IS)

Introduction

This policy outlines the procedures and responsibilities related to departing staff, faculty, and students (referred to as "leavers") and the return of university-owned IT devices upon separation from the institution. This policy also covers end of life devices. The purpose of this policy is to ensure the secure handling and management of IT equipment and data when individuals leave the university.

IT devices purchased by the university often store substantial quantities of information and data, which may include personal and sensitive content. The entitlement to possess this data is usually tied to an individual's staff membership at the university. This policy aims to standardise the processes and procedures related to returning university-owned IT devices.

Definitions

Leavers: Individuals who are no longer affiliated with the university, including employees, faculty, and students.

IT Devices: University-owned computers, laptops, mobile devices, servers, peripherals, storage media, and any other electronic equipment provided by the university for work or academic purposes.

End of life devices: IT Devices no longer supported, maintained, or updated by the manufacturer.

Responsibilities

Leavers: All leavers are responsible for returning university-owned IT devices promptly and in good condition upon the conclusion of their affiliation with the institution.

Line managers: Line managers are responsible for notifying relevant parties in advance when a staff member or faculty member is leaving. This notification should include the intended departure date. Line managers must ensure that all equipment, including peripherals and power supply is returned.

Secure Disposal

IT devices that have reached the end of their lifecycle will be securely disposed of by the relevant university school/faculty.

For recycling, the university engages with a certified recycling and disposal service who complies with secure disposal and environmental regulations.

Non-compliance

This policy shall be enforced consistently across the university, and non-compliance will be addressed through the appropriate channels.

Exceptions

In exceptional circumstances, a request to transfer ownership of a device can be made through the online request form. The request must submitted by the leaver's manager and include a clear business case for the leaver to retain the device.

Business cases will be approved by the Director of Digital & Information Services and the Cyber Security Manager.

Where the business case is approved, the device will be returned to factory settings before it is removed from university management systems (e.g. JAMF protect, Microsoft Defender). As the user will be no longer licensed by the university this may involve removing the device operating system.

Enquiries

For any enquiries related to this policy, please contact cybersecurity@qub.ac.uk