

## IT Acceptable Use and Security Guidelines

<b>Version</b>	2.0
<b>Reviewed Date</b>	22/05/2023

In order for you to effectively fulfil your role / duties at Brookes you will be provided with access to a range of IT resources, networks and information systems (information assets). Oxford Brookes is committed to safeguarding the confidentiality, integrity and availability of all its information assets and has implemented a number of policies, procedures and management systems to ensure this.

Please take time to read the information below before acknowledging.

Requirement	Please Tick to Acknowledge
I have read and understood the <a href="#">IT Acceptable Use Policy</a>	
I have read and understood the <a href="#">Data Protection Policy</a>	
I agree to protect my passwords and other secret authentication information against loss and will not disclose them to anyone.	
I acknowledge that Oxford Brookes' passwords must be unique and different to passwords used for personal accounts.	
I agree to dispose of confidential information (whether paper or electronic) appropriately and securely.	
I agree that where confidential or critical information is stored on information systems not centrally supported by IT Services, I will take appropriate steps to backup the data and protect it against internal and external threats.	
I agree to observe a clear desk policy and lock computers and mobile devices when not in use.	
If I suspect that information has been lost, stolen, mishandled or misplaced in paper or electronic format I will report it immediately to the IT Service Desk or an appropriate manager.	
I will complete all mandatory information security awareness training as instructed and adhere to any additional security advice and guidance issues by IT Services.	

Please sign below to confirm receipt and acknowledgement of this guidance.

<b>Name:</b>	
<b>Job Title:</b>	
<b>Faculty or Directorate</b>	
<b>Date:</b>	
<b>Signed:</b>	