

IT Acceptable Use and Security Guidelines

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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.

This document is for:

- a person (self employed or representative of another organisation) carrying out a service for Oxford Brookes
- an associate of Oxford Brookes
- an employee of an organisation that is using or renting space at Oxford Brookes and requires access to IT

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).

Please take time to read the information below before acknowledging.

Requirement	Please Enter "Y" to Acknowledge
I have read and understood the IT Acceptable Use Policy	
I have read and understood the Data Protection Policy	
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 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.	
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Name:	
Date:	
Signed:	