

# INTRODUCTION

## Version Control

<b>Version No.</b>	<b>Author</b>	<b>Purpose/Change</b>	<b>Date</b>
1.0	Chris Linton - Data Security Manager	Published version	17/09/2018
1.1	James Vincent – Cyber Security Manager	Updated personal use clause. Updated BYOD Updated contact email.	31/07/2023

# INTRODUCTION

The use of Information Technology (IT) is an indispensable part of work for most staff at Queen's. To ensure that the full potential of IT is realised, it is important that you understand your responsibilities in relation to the use of University computing and online resources.

The purpose of this guide is to inform you about your responsibilities and to illustrate some of the issues addressed in the University's Computer Resources - Acceptable Use Policy. This guide should be read in conjunction with the Policy which you can

# ACCEPTABLE USE

The purpose of the Computer Resources - Acceptable Use Policy is to make all users aware of



# PRIVACY AND CONFIDENTIALITY

Digital & Information Services makes every effort to ensure the privacy of users' data, including email messages and files held on computer systems. Email content is not viewed during the course of normal systems administration, nor are user files opened or read.

However, users should note that no absolute guarantee of privacy can be given. Operational requirements, such as action to investigate an undeliverable email message or action to recover a corrupted file, may lead to systems administrators being exposed to the content of that message or file. Where possible, users affected by such events will be notified.

Users should also be aware that emails and files stored on computers may be accessed by authorised individuals during periods of absence, for business continuity reasons. Content of emails and files stored on computers may also be examined during the course of properly authorised investigations into breaches of University policies or the law.

Any information obtained by Digital & Information Services during the course of systems administration (including monitoring) will be treated as confidential. However, users should note that where routine systems monitoring or administration indicates a breach of the University's policies or the law, Digital & Information Services will bring this information to the attention of the University or other relevant authorities.



# PERSONAL USE

Reasonable personal use of

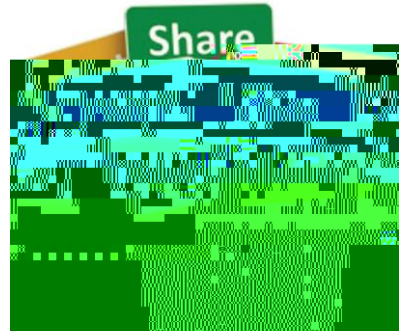


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The IT Training and Assessment Unit provides a range of courses and training materials in IT-related areas including Microsoft Office applications, **SharePoint and Social Media**. For more information, check out <http://go.qub.ac.uk/ittraining> or email [itcourses@qub.ac.uk](mailto:itcourses@qub.ac.uk)