Using Your Own Device Policy

1. Purpose and Context

This document describes acceptable use pertaining to staff whilst using their personally owned computing devices to access University Computing Systems and Services and the storing of confidential data on those devices.

2. Scope

These regulations apply to any member of staff using their own device for University purposes. A computing device is any digital equipment that can access University systems and data, including desktop computers, laptops, tablets and smartphones. University systems are any on-campus or cloud-based platforms that store or process University information including, but not limited to: Office 365 email and calendar, Microsoft Teams, UniDesktop, Global Protect VPN.

3. Introduction

The University recognises the benefits that can be achieved by allowing staff to use their own devices whilst working, whether this is at home, on campus or whilst travelling. This policy is however, about reducing the risk when using your own device, risks include devices being lost or stolen; being used by others who are not authorised to access University information or being exploited in such a way to put University data at risk.

4. Information Security Policies

All relevant University policies still apply to staff using their own devices. Staff should be familiar with the University’s Information Security related policies; these are directly relevant to staff using their personal devices.

- IT Security Procedure Manual
- IT Security Policy
- Data Protection Policy
- Computing Regulations
- Code of Practice for Research

5. Responsibilities of Staff Members

Staff using their own devices must:

- Avoid storing sensitive or confidential information on personally owned devices. Where sensitive or confidential information must be accessed, an approved access solution, such as via UniDesktop or remote access via VPN to an office computer should be used as data then remains within University systems.
• Where the need to store sensitive and confidential University information locally on a personally owned device is unavoidable, staff must ensure that appropriate encryption is in place.
  o The folder or entire drive in which the data resides must be encrypted using an appropriate strength encryption (see IT Security Procedure Manual section 4).
  o The device itself must be protected by a username and password or PIN that is known only to authorised individuals.
  o All sensitive and confidential data must be deleted from the device as soon as it is no longer needed, even where the data is encrypted.
• Not use OneDrive client on personally owned devices to access University accounts as this systematically synchronises all University data to that device.
  o Instead, documents residing in OneDrive should be accessed via a browser.
• Ensure anti-virus software is installed, enabled and automatically updated.
• Ensure local firewall is enabled on desktop and laptops computers.
• Ensure that the device hardware is supported by its vendor and that security patches (often called firmware) are installed within appropriate timescales (see IT Security Procedure Manual sections 6.10).
• Ensure operating system software is supported by its vendor and that patches are installed as soon after release as possible – and always within 14-days.
• Not circumvent any built-in mobile device security systems (known as ‘jailbreaking’ or ‘rooting’) in order to download apps from sources other than the official app stores, or to obtain ‘super-user’ privileges over the device.
• Set up passwords, passcodes, passkeys or biometric equivalents. These must be of sufficient length and complexity for the particular type of device (see IT Security Procedure Manual sections 3.1 and 4.4). 
• Ensure that others who may use the device cannot access University information, for example by using an additional computer account with a separate passcode 
• Set the device to lock automatically when the device is inactive for more than a few minutes. 
• Avoid untrusted Wi-Fi network such as those in cafes. Disable automatic connection to open, unsecured Wi-Fi networks when using wireless networks outside of the University and make risk-conscious decisions before connecting.
• Securely delete all University information from the device when you stop using it (for example because you have replaced it) or when you leave the University’s employment.
• Install and configure tracking and/or wiping services, such as Apple’s ‘Find My Iphone/Ipad app’, Androids ‘Google Find My Device’ or Windows ‘Find My Phone’, where the device has this feature.
• Download applications (‘apps’) or other software from reputable sources only.
• Report any data breaches in accordance with the Data Breach Reporting procedure
6. **Registering your Device with University Systems:**

To comply with the government's cyber-security certification requirements, the University must be able to identify the make and model of devices accessing business data, and check if they receive security updates. This includes personally owned devices used for work purposes.

Staff must register any personally owned devices with University systems when requested. This allows the collection of information required to meet cyber security certification requirements, including the names, makes, models, operating system version, and serial numbers of devices being used. The University will not be able to see any personal data. Detailed information is available from Microsoft here: [What info can your company see when you register your device? | Microsoft Learn](https://learn.microsoft.com).

If you do not wish to register your personal devices, then you should not use your personal devices for work purposes.

7. **Consequences of non-compliance**

The loss, theft or misuse of a personally owned device is personally distressing. If you use sensitive data, it can also have serious consequences for others, for example staff and students about whom information is held. In addition, there may be significant legal, financial and reputational consequences for the University, in relation to the [General Data Protection Regulations (GDPR)](https://gdpr.msftdevcloud.com). You may also carry personal responsibility which, in serious cases could result in disciplinary action under the [IT Security Policy](https://it.hud.ac.uk).

8. **Where to get help**

If you need any assistance with configuring your own device to work with the university’s systems as specified above then please visit [HudHelp](https://it.hud.ac.uk) or contact IT via [IT.Support@hud.ac.uk](mailto:IT.Support@hud.ac.uk) or telephone Extension 3737. The team should be able to help or can escalate your query to the relevant team if appropriate.
**POLICY SIGN-OFF AND OWNERSHIP DETAILS**

<table>
<thead>
<tr>
<th>Document name:</th>
<th>Using Your Own Device Policy.docx</th>
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<tbody>
<tr>
<td>Version Number:</td>
<td>3.1</td>
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<tr>
<td>Equality Impact Assessment:</td>
<td>January 2019</td>
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<td>October 2023</td>
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<tr>
<td>Author:</td>
<td>Information Security Manager</td>
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<td>Document Location:</td>
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<td>Compliance Checks:</td>
<td>Breaches of the Regulations handled under the respective staff University disciplinary processes.</td>
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| Related Policies/Procedures: | IT Security Policy  
IT Security Procedure Manual  
Computing Regulations  
Data Protection Policy |

**REVISION HISTORY**

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Revision description/Summary of changes</th>
<th>Author</th>
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<tbody>
<tr>
<td>V1.0</td>
<td>October 2017</td>
<td>First draft using Policy Framework. Minor drafting updates.</td>
<td>Derek Heathcote</td>
</tr>
<tr>
<td>V1.1</td>
<td>January 2019</td>
<td>Added additional links to GDPR and security policy. Added a section on where to get help</td>
<td>Alan Radley</td>
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<tr>
<td>V1.2</td>
<td>June 2020</td>
<td>Minor change to put stronger emphasis on encryption in section 5 “Encrypt any device where sensitive or confidential university information is stored”</td>
<td>Alan Radley</td>
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<tr>
<td>Version</td>
<td>Date</td>
<td>Changes</td>
<td>Approver</td>
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<tr>
<td>V2.0</td>
<td>September 2021</td>
<td>Changes to include reference to OneDrive ‘Sync’ and encrypting the folder/drive. Removal of permission to install OneDrive client on personally owned devices</td>
<td>Information Security Manager</td>
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<tr>
<td>V3.0</td>
<td>October 2022</td>
<td>Changes to align to major update of IT Security Policy. Changes to scope to clarify device types in scope. Addition of local firewall requirement. Addition of hardware vendor support requirement. Addition of mobile device security systems requirement.</td>
<td>Information Security Manager</td>
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<td>V3.1</td>
<td>November 2022</td>
<td>Addition of device registration.</td>
<td>Information Security Manager</td>
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