

**COMPUTER NETWORKS, SECURITY OF INFORMATION SYSTEMS AND THE PROTECTION OF INFORMATION SYSTEMS FROM COMPUTER VIRUSES**

**SUMMARY OF PRINCIPAL CHANGES**

**General changes**

This document has been subject to the annual review process led by the Chief Information Officer and has been re-issued with minor amendments, effective 1 September 2014.

**Section**

2.8	Refer to text
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(Amendments to version 03.0, UPR IM01 are shown in italics.)

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**1 INTRODUCTION**

- 1.1 This document sets out the University's policies and supporting institutional regulations and procedures relating to:
  - i computer network management (Appendix I, refers);
  - ii the security of management and administrative information systems (Appendix II, refers);
  - iii the protection of information systems from computer viruses, Spyware and Malware (Appendix III, refers);
  - iv data centre security (Appendix, IV, refers).
- 1.2 Users of the University's computer networks and information systems are required to comply with the regulations and procedures set out in these documents.
- 1.3 As a condition of their use of the University's computer networks and information systems, the Boards of Directors of the University's wholly-owned subsidiary companies and their wholly-owned subsidiaries will adopt these policies and their supporting regulations and procedures.
- 1.4 These policies, regulations and procedures were originally approved by the Senior Executive Group with effect from 1 September 2001 (Minute 279, Senior Executive Group, 9 April 2001, refers) and *have been amended with effect from 1 September 2014 on the authority of the Secretary and Registrar.*

## 2 DEFINITIONS

For the purposes of this document (UPR IM01) and for all of its appendices the following definitions will apply:

### 2.1 'computer network':

all cabling, infrastructure equipment, including routers, hubs and switches and software providing local area network (LAN), wide Area Network (WAN) and wireless network (WLAN) digital communications within and between University campuses and sites; with external organisations and through the Internet;

### 2.2 'JANET':

the UK's education and research network linking education institutions and providing internet and other external communications services that is managed by JANET(UK) on behalf of the UK Further and Higher Education Funding Councils;

### 2.3 'staff network':

a separate network comprising WAN and LAN and wireless networks to which are connected an agreed range of the University's information systems, including the corporate administrative information systems;

### 2.4 'student network':

a separate network comprising WAN and LAN and wireless networks to which the University's external connections, including JANET and the internet, and a range of information systems and services are connected;

### 2.5 'desktop services equipment':

any item of equipment, including servers, computers, printers and mobile devices, which is connected to the University's computer networks and through which Members of the University access and use electronic services;

### 2.6 'information system':

information systems include, but are not limited to, any computer and telecommunication systems owned, managed, supported or operated by or on behalf of the University of Hertfordshire and other hardware, software, storage media, usernames and passwords and information transmitted, stored, printed and/or processed by a computer system owned, managed, supported or operated by, or on behalf of, the University of Hertfordshire;

### 2.7 'security':

the protection of computer networks and information systems from any unauthorised change, loss, disclosure or damage

### 2.8 'VPN':

*the University's secure access service;*

### 2.9 'VPN Internet access':

access to the University's information systems via the internet using the secure access service (VPN).

2.10 **'Member of the University':**

an individual granted membership of the University under the provisions of UPR GV06<sup>1</sup>;

3 **COMPLIANCE WITH LEGISLATION, UNIVERSITY REGULATIONS AND NATIONAL AGREEMENTS**

3.1 All computer networks and information systems will be used strictly in accordance with all current relevant legislation, the JANET Acceptable Use Policy and all relevant University regulations including, but not limited to, the UPRs published within the Information Management (IM) section of the series and UPR SA12<sup>2</sup>.

3.2 Heads of Strategic Business Units are required to submit a written report to the Secretary and Registrar immediately in cases where they have reason to believe that any of these may have been breached.

4 **BREACHES OF DISCIPLINE**

4.1 It should be noted that failure to comply with the regulations and procedures set out in this document may be regarded as a breach of discipline and, in some cases, may be unlawful.

4.2 Breaches of discipline will be dealt with in accordance with the appropriate University disciplinary procedures.

Mrs S C Grant  
Secretary and Registrar  
Signed: 1 September 2014

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<sup>1</sup> UPR GV06 'Member of the University'  
<sup>2</sup> UPR SA12 'Learning Resources'