

School of Informatics

SUMMARY OF POLICY ON ACCESS TO STAFF AND STUDENT ACCOUNTS BY AUTHORISED PERSONS

Where access is required to an absent staff's IT account for a specific reason their consent will be requested. If this is not given or is impossible to get then access can only be made after written consent is forthcoming from an authorised member of staff and access will be restricted to the specific information requested.

If illegal behaviour is suspected then the authorised person will contact the police and the account will be frozen pending further investigation.

If a student breach of University regulations is suspected then permission to access the account will be sought from the student. In cases where consent would be inappropriate, impossible to get or refused then access can only be made after authorisation has been given by an authorised member of staff. The relevant data should be reviewed by an authorised person to establish whether a breach has taken place [and where necessary the appropriate disciplinary investigation should be begun].

If it is suspected that a member of staff has breached the terms of their contract of employment then permission to access the account will be sought from the staff member. In cases where consent would be inappropriate, impossible to get or refused then access can only be made after authorisation has been given by an authorised member of staff. The relevant data should be reviewed by an authorised person to establish whether a breach of the terms of the contract of employment has taken place [and where necessary the appropriate disciplinary investigation should be begun].