

exeter college



Information Security Policy

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1. Purpose

- 1.1. Exeter College collects and processes large volumes of information. In addition to discharging its obligations to protect data belonging to individuals, the college recognises that maintaining the integrity and security of personal, commercial and intellectual information is critical to its continued success.
- 1.2. The purpose of this policy is to establish and maintain the security and confidentiality of information, information systems, applications and networks owned or operated by Exeter College and to ensure compliance with legislation where that is relevant. This will be achieved through:
 - Vigilance in respect of cybercrime and related threats
 - Protecting information assets under the control of the organisation
 - Describing the principles of security and ensuring that all members of staff fully understand their own responsibilities
 - Embedding a consistent approach to information security as an integral part of day to day business
 - Ensuring that members of staff are aware of, and fully comply with, relevant legislation
- 1.3. The policy aims to ensure that:
 - Access to data and information systems is confined to those with appropriate authority to preserve commercial and personal confidentiality
 - The ability to append, amend and delete data is subject to appropriate controls to preserve the quality and integrity of information
 - Information is available to authorised personnel when and where it is needed
 - An appropriate response is made when information assets are compromised
- 1.4. This policy applies to all information, information systems, networks, applications, locations and users of Exeter College or supplied under contract to it.

2. Definitions

- 2.1 **Cloud-hosted systems** are systems and datasets which are not operated from or stored on hardware and premises owned by the college.
- 2.2 **Eduroam** is the secure, world-wide roaming access service developed for the international research and education community
- 2.3 **FFM** is the department for Finance, Funding and MIS
- 2.4 **Ja.net** is the UK higher, further education and skills sectors' not-for-profit organisation for digital services and solutions. Ja.net provides the internet service to the college.
- 2.5 **Penetration testing** is specialist testing to determine the ease with which a malicious attacker could gain unauthorised access to college systems and the potential impact this may have.
- 2.6 **PaaS** (Platform as a Service) is a class of Cloud-hosted services providing server capacity at Operating System level into which clients install and manage applications of their choice.
- 2.7 **SaaS** (Software as a Service) is a class of Cloud-hosted services providing fully managed software applications direct to the user.
- 2.8 **SDG** is the Systems Development Group
- 2.9 **WEEE regulations** are the Waste Electrical and Electronic Equipment Regulations 2013 which impose obligations on manufacturers and users in respect of the decommissioning, recycling and disposal of electrical and electronic equipment at the end of its useful life.

3. Policy

3.1. Responsibilities for information security

- 3.1.1. The Senior Leadership Team (SLT) member responsible for oversight of this policy is the Chief Financial Officer.
- 3.1.2. Responsibility for the authoring, maintenance and operation of the policy rests with the Director of Estates & IT the Head of IT services and ICT Manager. The Director of Estates & IT the Head of IT services and ICT Manager are responsible for monitoring, documenting and communicating information security requirements throughout the organisation.
- 3.1.3. The Systems Development Group sets standards which inform technical strategies to be implemented by teams in FFM, LMS, Marketing, and Estates & IT.
- 3.1.4. The Directors of FFM and Estates & IT are accountable for the security of the systems in their control including maintaining adherence to the standards set by the Systems Development Group.
- 3.1.5. Heads of department and faculty are responsible for the standards of physical security and operational practices applied to information which is under their control and that of their staff.
- 3.1.6. All employees must comply with information security procedures in support of the maintenance of data confidentiality and data integrity.
- 3.1.7. Line managers are responsible for ensuring that every individual working under their supervision is aware of:
 - The information security policies and practices applicable in their work areas
 - Their personal responsibilities for information security
 - How to access advice on information security matters
 - The need and means to maintain vigilance against cybercrime and related threats
- 3.1.8. Each member of staff is responsible for the operational security of the information systems they use.
- 3.1.9. System users must not use their account to access college information systems for any purpose not directly associated with the discharge of their duties on behalf of the college.
- 3.1.10. Each system user must comply with the security requirements that are currently in force, and must work with due regard for the confidentiality, integrity and availability of the information to which they have access.
- 3.1.11. Where information is processed on behalf of the college by third-party organisations, a Data Processing Agreement must be in place before access is granted.
- 3.1.12. When transferring data with third-party organisations, every effort must be made to ensure the data is secure, and encryption is used.
- 3.1.13. Where information is required to be shared with a government agency, the college will adhere to the information security arrangements provided by that agency in respect of the data transfer.
- 3.1.14. Where new systems and processes are implemented, they must be designed to ensure privacy and security by default.
- 3.1.15. Privacy Impact Assessments are conducted when required by legislation.

3.2. Technical policy

- 3.2.1. The architecture of college ICT systems will be devised to balance functionality, cost and security risk as directed by the Senior Leadership Team and the Systems Development Group as appropriate.
- 3.2.2. Network, server, storage, and Cloud environments will be configured according to manufacturers' best practice and validated by third party review.
- 3.2.3. Proprietary line of business systems (HR, Finance etc.) will be configured according to manufacturers' best practice and with due regard to the risks inherent in the nature of the college's user-base. They may be subject to third-party security review within the internal audit regime.
- 3.2.4. Default and 'built-in' accounts must be disabled, and their credentials changed prior to systems being brought into production.
- 3.2.5. Locally built systems which interrogate or aggregate data from line of business systems will be appropriately designed, coded securely and subject to third-party security review within the internal audit regime.
- 3.2.6. Firmware, Operating Systems and Applications will be maintained at the optimum version / patch levels to balance reliability with security as agreed by the Systems Development Group.
- 3.2.7. Mobile devices (including laptops) will be encrypted.
- 3.2.8. Mechanisms for the remote administration of services will be secured using encrypted tunnel connections. Systems to be implemented 'in the Cloud' either as PaaS (platform as a service) or SaaS (software as a service) will be validated against security criteria agreed by the Systems Development Group.
- 3.2.9. Mechanisms for the transfer of data between local and Cloud-hosted systems will be validated against security criteria agreed by the Systems Development Group.
- 3.2.10. Consideration should be given to the need for encryption at the server of each dataset which comprises personal or other business-critical data. The recommendation to encrypt, or not, should be referred to the Systems Development Group and the resulting decision recorded in the register of datasets.
- 3.2.11. Regular, third-party, penetration tests will be commissioned in respect of internal and external threats across all college services. The outputs of such tests will be used by the Systems Development Group to inform approaches to secure systems-integration and development.
- 3.2.12. Logging and intrusion detection will be implemented to assist in the forensic investigation of inappropriate and criminal behaviour.
- 3.2.13. User access will be granted and withdrawn according to established procedure by the appropriate system administrator.
- 3.2.14. Employees' privileges over datasets will be assigned according to their job-role as documented by the appropriate systems administrator. Privileges will be limited to those records and attributes required for the effective discharge of each user's function within the college.
- 3.2.15. Technical measures will be maintained which prevent unauthorised equipment being connected to the college's networks.
- 3.2.16. Only users with an active Exeter College account (which may be a guest account) will be permitted access, external or internal, to the college's non-public facing services.
- 3.2.17. Where users are permitted to 'bring their own device', they will be subject to the BYOD policy appended to the Digital Safety Policy.
- 3.2.18. Users connecting their own devices to the college's mail and other services must agree to terms which include the remote erasure of college data from the device if the college considers that such data may become compromised.

- 3.2.19. Personal data stored on mobile, removable and portable devices including USB flash drives and laptop computers must be encrypted to the standard agreed by the Systems Development Group.
- 3.2.20. College-owned mobile devices will be subject to Mobile Device Management systems which will enable tracking of such devices, patch management and remote data erasure.
- 3.2.21. Installation of unauthorised software or apps by users is prohibited and subject to disciplinary action.
- 3.2.22. All software installed on college equipment must be supported by the vendor.
- 3.2.23. Any software that is no longer supported by the vendor and cannot be patched will be removed from college equipment.

4. Implementation

4.1. Management of security

- 4.1.1. Senior Leadership Team responsibility for information security resides with the Chief Financial Officer.
- 4.1.2. Heads of department and faculty must ensure that the information processing procedures and practices, followed by them and their staff, meet the standards expressed in this policy.

4.2. Information security awareness training

- 4.2.1. Cyber security awareness training will be included in the staff induction process.
- 4.2.2. Information security guidance and resources will be made available via the Data Protection, and ICT Support pages of the Exeter College Staff Hub.

4.3. Contracts of employment

- 4.3.1. All contracts of employment will contain a confidentiality clause.
- 4.3.2. Information security expectations upon staff will be included within appropriate job descriptions.

4.4. Control of information assets

- 4.4.1. The Head of the Department or Faculty in which the administrators are employed is accountable for the appropriate custodianship of that system or dataset.
- 4.4.2. Acting on behalf of the responsible Head, each System Administrator will ensure that access controls and privileges are granted and maintained to meet business and security needs.
- 4.4.3. The sharing of personal data with data subjects and third parties is subject to the terms of the college's Data Protection policy and associated documents.

4.5. Systems administration standards

- 4.5.1. Employees whose role requires that they be granted extended administration privileges across one or more systems must work in accordance with the Code of Practice for Systems Administrators.
- 4.5.2. System administration duties must be segregated from day-to-day operations. Where individuals are required to perform both operational and administrative duties, separate accounts will be used for each role and each account granted role-specific permissions.
- 4.5.3. System administrator accounts will be configured with Multi-Factor Authentication (MFA).
- 4.5.4. Each System Administrator must adhere to standard auditable procedures which record the need, granting and withdrawal of permissions.

4.6. Access controls

- 4.6.1. Only authorised personnel who have a justified and approved business need will be given access to business systems or information storage locations.
- 4.6.2. Formal procedures will be used to control access to systems. The Head of the Department or Faculty must raise an Access Request to ICT Services (or designated system administrator) for each application for access.
- 4.6.3. Access privileges will be modified/removed - as appropriate - when an individual changes job or leaves. The Head of the Department or Faculty must ensure they advise ICT Services of any changes requiring such modification/removal.
- 4.6.4. Access to personal data will be limited to that needed by individual employees to discharge their job effectively and granted subject to the Data Protection Policy.
- 4.6.5. If an employee is leaving, The Head of the Department or Faculty must ensure that any college owned devices are returned to ICT Services, to be wiped and re-provisioned if appropriate

4.7. Computer Systems Access Control

- 4.7.1. Access to computer facilities will be restricted to authorised members of the college. Accounts will be granted only in accordance with standard procedures.
- 4.7.2. The standard(s) of authentication required for access to college systems will be determined by the Systems Development Group and informed by advice from the college's internal auditors.
- 4.7.3. The standard(s) of authentication required for access to business system applications must meet, at least, the standards applied to the Active Directory and will be held under review by the Systems Development Group.
- 4.7.4. The authentication standard presently in use is defined in section 6 of this policy.

4.8. Application access control

Access to data, system utilities and program source libraries will be controlled and restricted to those authorised users who have a legitimate business need e.g. systems or database administrators. Authorisation to use an application will depend on the availability of a licence from the supplier.

4.9. Systems Integration

- 4.9.1. Data exchange and interoperability standards will be agreed, with due regard for information security, by the Systems Development Group.
- 4.9.2. Security considerations in respect of systems integration proposals will be reviewed by the Systems Development Group considering any current or future recommendations from the college's internal or external auditors.
- 4.9.3. Systems integration should be designed to ensure privacy and security by default, and privacy impact assessments carried out in compliance with current legislation.

4.10. Removable media

- 4.10.1. College datasets must not be copied onto removable media (USB pen drives, etc) unless the transfer is supervised by the Director of FFM, Head of IT Services or ICT Manager. Smaller collections of personal or commercially sensitive data should only be copied onto removable media with the permission of a Head of Department, Head of Faculty or SLT member. Permission should be granted only where there is no alternative secure means of transmission and any data transferred to removable media must be protected by encryption.

4.10.2. Students are encouraged to avoid using removable media (USB pen drives, etc), and instead store their data in Microsoft OneDrive.

4.11. Equipment security

4.11.1. To minimise potential loss or damage, all assets will be protected from physical threats and environmental hazards as far as is practical. Prior to deployment, IT Services will security mark all removable ICT equipment using a code unique to Exeter College.

4.11.2. All redundant and unserviceable ICT equipment must be returned to ICT Services for secure data destruction and subsequent disposal according to WEEE regulations.

4.11.3. Laptops, mobile phones and tablets must have appropriate access protection, for example passwords and encryption, and must not be left unattended in public places.

4.11.4. Users of mobile devices are responsible for the security of the hardware and the information it holds at all times on or off college property. The equipment should only be used by the individual to which it is issued

4.11.5. Staff working from home must ensure appropriate security is in place to protect equipment or information. This will include physical security measures to prevent unauthorised entry to the home and ensuring college equipment and information is stored securely and out of sight when not in use.

4.11.6. College issued equipment must only be used by college employees or students.

4.12. Protection from malicious software

4.12.1. The college will deploy software countermeasures and management procedures to protect itself against the threat of malicious software. Technical measures will be maintained to prevent the user-installation of software on the organisation's devices. ICT users breaching the 'IT Code of Practice' may be subject to disciplinary action.

4.12.2. The college will employ security measures at the perimeter of the network to control external threats and internal users' internet activity. IT Services will control, record and review rule changes according to established procedure.

4.13. Computer and network procedures

Management of computers and networks will be controlled through standard documented procedures.

4.14. Information risk assessment

IT Services will maintain a register of risks, including risks to information assets stored on its servers, together with planned control measures. The administrators of information assets stored elsewhere will be responsible for recording and managing risks to which those assets are exposed.

4.15. Information security events and weaknesses

4.15.1. In the event of a major cyber security event, the Director of Estates & IT will follow existing college business continuity procedures and incident response measures, the incident will be managed and review by members of the Systems Development Group.

4.15.2. All information security events will be investigated to establish their cause and impacts with a view to avoiding similar events.

4.15.3. The Director of Estates & IT will maintain a protocol for the investigation and reporting of information security events.

4.15.4. The Director of Estates & IT will report information security events to each meeting of the Systems Development Group.

4.16. Monitoring system access and use

- 4.16.1. In accordance with the Code of Practice for users of college systems, a log of system access and data-use by staff and students will be maintained.
- 4.16.2. In addition, the college reserves the right investigate activity where it suspects that there has been a breach of policy. The Regulation of Investigatory Powers Act (2000), together with the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, permit monitoring and recording of employees' electronic communications (including telephone communications) for the following reasons:
- Establishing the existence of facts
 - Investigating or detecting unauthorised use of the system
 - Preventing or detecting crime
 - Ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using the system (quality control and training)
 - In the interests of national security
 - Ascertaining compliance with regulatory or self-regulatory practices or procedures
 - Ensuring the effective operation of the system
- 4.16.3. The college may also process personal and communications data where this is necessary for the discharge of its statutory duties, for example duties in respect of the prevention of radicalisation.
- 4.16.4. Any monitoring will be undertaken in accordance with the above legislation and the Human Rights Act

4.17. Currency of information systems

The college will ensure that all information systems, applications and networks are maintained according to manufacturers' best practice. Workstation Operating Systems and applications will be maintained at the latest patch level according to established procedure and subject to testing where appropriate.

4.18. System change control

Changes to information systems, applications or networks will be subject to a formal change control process. All but minor changes will be reviewed and authorised according to established procedure. Significant changes will be agreed by the Systems Development Group and reported to the Systems Development Group.

4.19. Business continuity and disaster recovery plans

- 4.19.1. The ICT Service will maintain a data backup regime, in respect of locally hosted services, according to the needs of the college.
- 4.19.2. The ICT Service will be responsible for the recovery of mission-critical, locally hosted, information, applications, systems and networks in the event of a disaster.
- 4.19.3. Data stored in Office 365 (OneDrive, Teams, Outlook, etc) will utilise Microsoft's version control as a means of restoring data.
- 4.19.4. The administrators of Cloud-hosted services will be responsible for ensuring that appropriate back-up and recovery provision is in-place.
- 4.19.5. The administrators of non-ICT information systems will maintain recovery / business continuity plans for invocation in the event of a disaster.

4.20. Monitoring, review and evaluation

This policy will be reviewed in line with changes in legislation or good practice, or annually.

4.21. Further information

- 4.21.1. The effective implementation of this policy is dependent upon other components of the Information Governance framework and operating documents within the ICT Service and other college functions.
- 4.21.2. Related documents, information, advice and guidance on this policy can be obtained from the Data protection section of the Portal, Director of Estates & IT, or the ICT Manager.

5. User authentication & ICT accounts

5.1. Active Directory Accounts

- 5.1.1 User authentication is via username/email address and password enforced throughout the Active Directory (AD) by means of Group Policy Operations to include:
 - Password complexity (alphanumeric, upper and lower case, minimum 8 characters with MFA)
 - Password lifetime (59 days, unique in 19 cycles)
 - Lock out after 3 failed authentication attempts for a period of 30 minutes
- 5.1.2 All new staff account requests must be made by the People team.
- 5.1.3 New student accounts will be created based upon available MIS data.
- 5.1.4 User requests for AD account changes will be managed by the IT Service according to established procedure.
- 5.1.5 Staff requests for password resets will be managed by the self-service password reset service and then IT Service where issues persist according to established procedure.
- 5.1.6 Student requests for password resets will be managed by the self-service password reset service and then the Learning Resource Centres where issues persist according to established procedure.
- 5.1.7 Staff accounts will be terminated (disabled) at the end of the last day of their employment. It is the responsibility of the People Team to inform IT Services of the end of employment date for staff
- 5.1.8 The Head of the Department or Faculty should ensure that all data (including emails) of continuing interest to the business of the college are transferred to another user before a member of staff leaves the college
- 5.1.9 Student accounts will be terminated (disabled) at the end of their course date based on information provided by MIS systems.
- 5.1.10 Students must ensure that any personal data stored on college ICT systems, is transferred before their course end date.

6. Monitoring, Reviews and Evaluation

- 6.1. The Senior Leadership team is responsible for the approving of the Information Security Policy.
- 6.2. The Board is responsible for adopting the Information Security Policy and all subsequent versions.
- 6.3. The Information Security Policy is reviewed bi-annually.
- 6.4. The definitive version of the policy is stored in the [College Leadership SharePoint Site](#)