

1. DEFINITION AND SCOPE

- 1.1. This document defines the standard for creation of University IT accounts and access to the ECS shared X:\ECS drive.
- 1.2. The purpose is to prevent GDPR breach. University Staff and Collaborator accounts provide access to personal data on the shared “Myworkspace” area. Access to X:\ECS provides access to personal data and commercially sensitive information.
- 1.3. Staff employed by the University, or through the University’s preferred agency UNITEMPS, agree to University terms and conditions as part of their contract.
- 1.4. All other collaborators given a University IT account must sign a Confidentiality Letter Agreement. (Attached to this procedure.)
- 1.5. A copy of the Confidentiality Letter Agreement should be retained in a secure area of X:\ECS¹

2. IT ACCOUNTS

- 2.1. Staff on a University Contract will have an IT account created as part of the recruitment process. Consult ecs-admin@le.ac.uk for advice.
- 2.2. Staff hired through UNITEMPS will need to have an agency account created for them.
- 2.3. Consultants and contractors will need to have a collaborator account created for them.

3. TO CREATE A COLLABORATOR OR AGENCY ACCOUNT

- 3.1. The request must come from an approved person²
- 3.2. A Confidentiality Letter Agreement must be provided unless the person is employed through UNITEMPS.
- 3.3. An email should be sent to ecs-admin@le.ac.uk including all of the bullet points in the list below.

- Has this person had a University IT account before and if so, what was the username?
- Title
- Forename(s)
- Surname
- Date of Birth
- Home address
- Telephone number (the number on which they can be contacted to activate the account)
- Start date
- End date
- Is the user working for the University full-time (for more than 200 hours a year)? Yes or No

4. TO GIVE SOMEONE ACCESS TO X:\ECS

- 4.1. Only persons with a University of Leicester IT account can access X:\ECS.
- 4.2. X:\ECS can only be accessed on campus or with a University laptop using VPN.
- 4.3. An approved person should send an email to kab14@le.ac.uk including:

¹ Should there be a GDPR breach from a person hired by the University the retained Confidentiality Letter Agreement will provide supporting evidence.

² The Hiring Manager. Consultants and contractors cannot request an IT account or X:\ECS access. Staff with an IT account cannot request X:\ECS access for themselves. This is to show GDPR compliance if these authorities are delegated there must be an audit trail.

- Staff IT user ID - e.g. kab14 (Names will not be accepted – common names might be duplicated, some staff also have student accounts).
- X Drive areas required. These must be named. E.g. X:\ECS\Security\All Security Staff.

5. CHANGE AND CLOSURE OF ACCOUNTS

- 5.1. When a member of staff leaves the University their IT account is closed.
- 5.2. If a member of staff moves to another job within the University they take their account with them.
- 5.3. If a collaborator (consultant, contractor or UNITEMPS) leaves the University their account does not close until the end date supplied when the account was created or extended.
- 5.4. If a collaborator becomes a permanent member of staff a new staff IT account will be created. Their old account will be deleted and access to X:\ECS will need to be requested for the new user ID.
- 5.5. If an agency member of staff becomes a permanent member of staff, please email ecs-admin@le.ac.uk to request the account to be changed to a permanent staff account

6. STAFF LEAVING THE UNIVERSITY

- 6.1. Accounts will be closed automatically when the HR account is closed and access to all shared university systems including X:\ECS will no longer be available.
- 6.2. If the member of staff leaves the University before their official leaving date and you no longer want them to have access, email ecs-admin@le.ac.uk and ask them to ask ITS to block the account.

7. STAFF MOVING TO ANOTHER DEPARTMENT

- 7.1. These staff will retain their University IT accounts and will still have access to X:\ECS.
- 7.2. email kab14@le.ac.uk with the staff user ID and ask for their access to X:\ECS to be removed.
- 7.3. Manually remove them from any Sharepoint areas and any Teams you have given them access to.

8. EXTERNAL ACCOUNTS

- 8.1. These accounts will remain open until the end date supplied when the account was created or extended.
- 8.2. Requests for extensions to external accounts must come from an approved person not the individual.
- 8.3. If a consultant, contractor or UNITEMPS person leaves before the end date on their account email ecs-admin@le.ac.uk to ask for the account to be closed.