

- 9.2.2 Investigating or detecting unauthorised use.
 - 9.2.3 Checking whether communication is relevant to the University's business, for instance, in cases of unexpected absence due to illness or accident. This must be authorised as described in 4.3 above.
 - 9.2.4 Ascertaining compliance with regulatory practices or procedures. This must be authorised by the Secretary to Council and only in instances where there is reasonable suspicion of misuse.
 - 9.2.5 Preventing or detecting crime or in the interests of national security. This must be authorised by the Secretary to Council and only in instances where there is reasonable suspicion of criminal misuse or on the request of the police or specified public officials.
- 9.3 Most of the monitoring carried out by IT Services to ensure effective operation is done automatically and at the server level. There is no routine monitoring of the content of users' emails by IT Services staff.

10 Breaches of the Conditions of this Policy

- 10.1 Complaints about usage and notification of alleged breaches of the rules and regulations relating to network use should be made, in the first instance, to the Head of IT Services.
- 10.2 If a breach of the Rules and Regulations on Use of University Computers and Data Networks is suspected, authority is vested in the Head of IT Services (or nominated deputy) and Officers of the University to suspend temporarily access to email accounts by any user suspected, pending full investigation.
- 10.3 Investigations that involve accessing a user's email account should be referred to the University Secretary for authorisation.
- 10.4 Any disciplinary action taken will follow the University's agreed disciplinary procedures for staff and students.

11 Related Documents

- 11.1 Rules and Regulations on Use of University Computers and Data Networks
Location: the University Web site: <http://www.buckingham.ac.uk/its/rules/>
- 11.2 JANET Acceptable Use Policy
Location: linked to from the University Web site via the above link, or at: <http://www.ja.net/company/policies/aup.html>
- 11.3 Code of Practice on Dignity at Work
Location (staff only): HR Department.

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UNIVERSITY POLICIES

The Environmental Policy

The University's policy in respect of the environment can be found at:
<http://www.buckingham.ac.uk/about/environmentalpolicy>

Disability Policy

The University's policy in respect of disability can be found at:
<https://intranet.buckingham.ac.uk/governance/Pages/PoliciesandProcedures.aspx>