

UNIVERSITY SECURITY POLICY

Approved by Council on 16 March 2015

1. Introduction

The University of Oxford is committed to maintaining an open yet secure environment where the security of all its students, staff and visitors is balanced with the rights and academic freedoms of individuals.

The University expects all members of the University community to assume their individual and collective responsibilities to make the University a place that is free of crime, fear and disorder, and to provide a civil and open environment that fosters learning.

This overarching Security Policy defines the way in which all aspects of security will be managed across the University. Underpinning the Policy are a number of supporting policies and standards that provide more detailed guidance on how the University aims to ensure the security of its estate, its information and its staff and students. The Policy has been approved by Council and applies throughout the University. The Policy will be reviewed on an annual basis by the University's Security Sub-committee of the General Purposes Committee of Council.

2. Responsibilities

Council is responsible, under Statutes and Regulations, for the advancement of the University's objects, for its administration, and for the management of its finances and property¹. Council has ultimate responsibility for security within the University.

The General Purposes Committee of Council (GPC) is responsible for considering matters of significance which do not fall wholly within the remits of the other committees of Council. It keeps under review policies in respect of issues or activities which are University-wide and provides assurance to Council that the University's risks are being coherently and comprehensively managed.

The University's Security Sub-committee (SSC) is responsible for overseeing the management of the security risks to the University's staff and students, its infrastructure and its information, in a way that is proportionate to the threats and supports the University's activities². The SSC meets on a termly basis and reports to GPC.

Heads of Divisions are responsible for the oversight of departmental security arrangements within their division in order to ensure that they are functioning in accordance with the University's policies.

Heads of departments and institutions, and faculty board chairs, are responsible for the effective implementation of the University Security Policy, supporting policies and security standards at a local level. They are responsible for identifying the department's assets, understanding its vulnerabilities and assigning an appropriate level of security to mitigate the risks identified.

All staff and students are responsible for familiarising themselves with, and complying with, this policy and its supporting policies, in particular any aspects that have a direct bearing upon their activities. Staff and students must at all times work with due regard to the security of themselves and others, including other staff, students and members of the public.

3. Supporting policies

Physical security policy

This policy outlines the appropriate and proportionate physical security measures the University puts in place to protect its people and its assets against physical threats such as crime (theft and criminal damage) and terrorism.

¹ Statute VI: <http://www.admin.ox.ac.uk/statutes/783-121.shtml>

² Part 37 of Council Regulations 15 of 2002.

Information security policy

Information underpins all the University's activities, and is essential to its research, teaching and administrative functions. The University recognises the role of information security in ensuring that users have access to the information they require in order to carry out their work whilst preventing unauthorised access. This policy provides a framework for the management of information security across the University.

Staff and student security policy

[yet to be approved]

4. Interaction with other policies, procedures and regulation

This Policy and its supporting policies and standards interact and overlap with a number of other University policies and procedures, including but not limited to:

- Health and Safety Policy and associated policy statements (e.g. overseas travel, safety in fieldwork)
- Policy and procedure on harassment
- Data Protection Policy
- Risk Management Policy
- Regulations relating to the use of IT facilities

5. Further guidance

For further information or general enquiries about this policy, please contact the Secretary to the Security Subcommittee (sarah.cowburn@admin.ox.ac.uk). Contacts for more detailed information and guidance are shown below:

Oxford University Security Services - <http://www.admin.ox.ac.uk/ouss/>

Emergency (24 hours) (0)1865 (2) 89999

General Enquiries (24 hours) & non-emergency incident reporting (0)1865 (2) 72944

E-Mail: security.control@admin.ox.ac.uk

Information Security Team - infosec@it.ox.ac.uk

Personnel Services: relevant Human Resources Business Partner - <http://www.admin.ox.ac.uk/personnel/contacts/divisions/>

Oxford University Security Services (OUSS) Vetting and Screening Administration team - 01865 (2) 82152, or via email screening@admin.ox.ac.uk.