

## **De Montfort University Statement on software policy**

The objective of a software policy is to ensure that the University meets legal, contractual obligations in the licensing and purchasing of software and that it operates in an ethical way.

### **Policy**

The purpose of the policy is to protect the University from damage due to legal proceedings, being sued for breach of contract, protect the reputation of the organisation, ensure good value for money and provide appropriate levels of service.

For the purposes of the Policy information includes software that is purchased, licensed or otherwise obtained for use within the organisation. License in this case includes licenses obtained to operate under shareware and "free" use.

The chief executive has approved the policy

It is the policy of De Montfort University to ensure that:

- Information will be protected against unauthorised copying or use
- Regulatory and legislative requirements will be met.
- The organisation obtains best value for money from software purchasing and licensing
- Software assets will be held securely and protected from destruction or unauthorised changes
- Processes will be in place to track the authorised acquisition and retention of software
- Where use of software is ceased appropriate steps are taken to ensure that licenses and media are disposed of appropriately.
- Information security training will be available to staff and students
- All breaches of the policy will reported to and investigated through disciplinary channels
- Procedures exist to support the policy.
- Business requirements for the availability of software will be met

Information Services and Systems has direct responsibility for monitoring the Policy and providing advice and guidance on its implementation. All managers are directly responsible for implementing the Policy within their business areas and for adherence by their staff. It is the responsibility of each member of staff to adhere to the Policy

The Director of Information Services and Systems will review the Policy annually and the result of this review reported to the Chief Executive.

### **Software Policy Implementation**

The written policy document shall be available to all employees and students

The scope of software management processes boundaries shall be defined in terms of the characteristics of the organisation, its locations, assets and technology

An appropriate risk assessment shall be undertaken. The risk assessment shall identify the threats to assets vulnerabilities and impacts on the organisation and shall determine the degree of risk

The areas of risk to be managed shall be identified based on the organisations information Software Policy and the degree of assurance required.

Appropriate control objectives shall be selected for implementation and the selection shall be justified.

### **Implementing the controls**

The selected control objectives and controls shall be implemented effectively by the organisation. The effectiveness of the procedures adopted to implement the controls shall be verified by reviews.

The organisation will produce a manual that covers controls, in particular; the acquisition, compliance, secure storage, copying and transfer of software

The organisation shall establish and maintain common and consistent best practice procedures for recording software licenses within all faculties and departments.

The organisation will provide procedures for escalating corrective action should a breach occur.

Records shall be maintained to demonstrate compliance with the requirements as appropriate to the system and to the organisation

A compliance audit will be carried out annually by Information Services and Systems.