

## IT Equipment Policy

### 1. Purpose

This policy defines the controls and responsibilities relating to the procurement, configuration, allocation, lifecycle management, and disposal of IT equipment within the Department.

It ensures compliance with University Financial Regulations, Information Security policies, and Data Protection legislation, and promotes value for money through standardisation and structured asset management.

### 2. Scope

This policy applies to:

- All departmental staff (permanent, fixed-term, and temporary)
- Visiting researchers and contractors where equipment is issued
- All IT equipment purchased using departmental or research funds

This policy applies regardless of funding source.

### 3. Roles and Responsibilities

Group/Position	Responsibilities
Head of IT/IG	<ul style="list-style-type: none"> <li>• Approves non-standard equipment requests</li> <li>• Oversees compliance with this policy</li> <li>• Has final authority on policy interpretation</li> </ul>
PHC IT Team	<ul style="list-style-type: none"> <li>• Specifies and procures IT equipment</li> <li>• Ensures compliance with Oxford University security and encryption standards</li> <li>• Configures devices to departmental security standards</li> <li>• Maintains the departmental asset register</li> <li>• Manages redeployment, reuse, and disposal</li> <li>• Conducts periodic asset audits</li> </ul>
Budget Holders Line Managers	<ul style="list-style-type: none"> <li>• Approve expenditure prior to purchase</li> <li>• Confirm business justification for equipment</li> <li>• Ensure equipment is returned when staff leave or change roles</li> </ul>
Individual Users	<ul style="list-style-type: none"> <li>• Exercise reasonable care of equipment</li> <li>• Comply with security requirements</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Report loss, theft, or damage immediately</li><li>• Return equipment upon request or at end of employment</li></ul> |
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#### 4. Specification and procurement

All IT and computing equipment must be purchased via the PHC IT Team.

The IT Team must be involved in the specification of equipment to ensure compliance with departmental and University requirements, including encryption, security configuration, and data protection standards.

No equipment will be purchased, nor retrospectively reimbursed, unless approved in advance by both the PHC IT Team and the relevant budget holder. Independently purchased IT equipment will not be supported or connected to departmental systems.

#### 5. Standard device provision

##### 5.1 Laptop First Policy

The department operates a laptop first policy. All staff will normally be issued with a Windows laptop to support flexible and hybrid working.

As the department's systems and services are best supported under Windows. The default device is a Windows laptop supplied via the University's preferred supplier, currently Dell.

The current minimum standard specification is:

- Core Ultra 5 CPU
- 16GB RAM
- 256GB SSD
- 14-inch Full HD screen

Further configuration must be discussed with the PHC IT Team prior to purchase.

##### 5.2 Single Device Principle

The department is moving towards a single physical device per staff member. Where staff require more computing power the department's preference is to provide this via virtual servers specific for this purpose. This provides more high-performance computer services which can be shared within and between groups.

Exceptions (e.g. specialist lab environments or temporary loan during repair) must be agreed with the PHC IT Team.

### 5.3 Desk equipment in PHC offices

Each departmental desk space will normally be provided with the following, funded centrally:

- Two 24-inch monitors
- USB-C docking connection
- Standard keyboard and mouse
- Wired network connection

Each new user will be issued with a **SINGLE** headset to support Microsoft Teams and telephony.

Staff **must not** remove or relocate desk equipment without contacting the PHC IT Team.

The Department does not provide equipment for home office setups unless explicitly approved in advance. Home equipment purchases will not be reimbursed unless pre-approved.

### 5.4 Special requirement equipment

Where necessary additional equipment may be purchased by the department to support staff members use of the IT and desk environment.

Any equipment must be agreed and specified following a Display Screen Assessment conducted via our Office team.

As with all departmental equipment, ownership of items remains with the department and must be returned when no longer required, or an individual leaves the department.

### 5.5 Standard Software Configuration

All departmental laptops and desktops are configured with centrally managed security and management software, including:

- Antivirus and malware protection
- Patch management and audit tools
- Operating system updates
- Required University management agents
- Microsoft Office and Microsoft Teams

Security software and management agents must not be disabled or removed. Devices must remain enrolled in central management systems.

### 5.6 Security expectations

All laptops issued by the department will implement encryption at rest on any storage device. At a minimum this will be at the AES-128 level, however where possible the PHC IT Team will implement AES-256 and higher.

Users of devices must also

- Lock devices when unattended
- Not leave equipment unattended in public places
- Take reasonable precautions when travelling
- Not share departmental devices with third parties

Laptops are for the use of departmental staff and should not be shared with others outside of the department. This includes other staff in the University and third parties, **including other family members**.

### 5.7 Non-Standard Devices

Non-standard devices (e.g. Apple Mac or non-Dell Windows devices) are permitted only where there is a demonstrable business, research, accessibility or technical requirement that cannot reasonably be met by the departmental standard.

**Personal preference alone does not constitute sufficient justification.**

Requests must be approved by:

- Line Manager
- PHC IT Team
- Head of IT & IG

Appeals may be raised with the Head of Administration.

Unless explicitly agreed otherwise, non-standard devices must be funded via research or project codes.

## 6. Equipment lifespan and replacement

All laptops purchased via our preferred supplier are covered by a 4-year warranty. The expected replacement cycle matches this warranty.

Desktops are also covered by a 4-year warranty, however the expected replacement cycle is greater than laptops at a 5 year cycle.

Managers should plan for replacements as per this expected life cycle. Replacement is subject to available budget and business prioritisation and is not an automatic entitlement.

Use of out-of-warranty machines must be agreed with the PHC IT Team, as support options and security assurances may be limited.

## 7. Ownership and return of equipment

All IT equipment remains the property of the Department and University unless explicitly stated otherwise in a contractual agreement.

At the end of use **ALL** equipment must be returned to the PHC IT Team, either directly or via your line manager, however it is up to individuals to inform the PHC IT Team where equipment has been returned to prior to you leaving.

It is the responsibility of the PHC IT Team to manage the reuse, retirement and disposal of returned machine. Once a machine is considered outside of its replacement cycle, the IT team has the responsibility to review each machine to decide if it can be re-used as a temporary machine or requires disposal.

## **8. Asset management and audit**

All IT equipment will be:

- Recorded in the departmental asset register
- Asset tagged using a departmental asset number
- Assigned to an individual or location

The Department may conduct periodic audits of equipment. Staff must present equipment for inspection upon reasonable request.

Staff must also return equipment when requested by the PHC IT Staff or senior management.

## **9. Loss, theft and damage**

Loss, theft, or significant damage to IT equipment must be reported immediately to:

- The PHC IT Team (it-support@phc.ox.ac.uk)
- The individual's Line Manager
- University Security (where applicable)

Where theft is suspected, a police crime reference number must be obtained.

The PHC IT Team will assess any data protection implications and determine whether escalation under the University Data Breach procedure is required, however if a user suspects a data breach it is their responsibility to follow the departments policy on reporting data breaches under [2026-IG101 Information Governance Policy](#).

## **10. Disposal**

Disposal of IT equipment will be conducted in accordance with University-approved disposal and data destruction processes. The decision to dispose of equipment is the responsibility of the Head of IT & IG along with the PHC IT Team.

All storage media is removed prior to disposal and destroyed separately. If this is not possible in the case of the storage being non-removable, alternative disposal will be

undertaken to ensure any data on the device is not recoverable and will follow University and departmental policy on data destruction.

### **11. Sources of further information and guidance**

Please refer to the departmental IT intranet pages for further information on IT services within the department: <https://www.phc.ox.ac.uk/intranet/it-support/home>

When contacting the IT helpdesk please ensure you send a direct email to [ithelp@medsci.ox.ac.uk](mailto:ithelp@medsci.ox.ac.uk) as this ensures your request will be received and processed by the first line team in MSD.

*Policy approved by PEDI Committee May 2026. New review by May 2028.*