

## Business Computing Standard

### 1. Purpose

Beyond the basic ability for staff to interoperate with the University's information systems via a warranted platform there is also a need to consider issues of information security. The Business Computing Standard therefore incorporates centrally supported tools to help staff maintain the security of data that may be reside on a personal computing device in their care.

A list of current information systems and services in use by the University is available here:

<https://unity3.tees.ac.uk/departments/ict/Systems/default.aspx>

### 2. The Standard

The Business Computing Standard is one that the IT Department supports with respect to usage of the University's corporate information systems and is also one that third party suppliers also warrant their applications against. Thus variance from this standard implies that neither the IT Department nor the supplier will be able to guarantee interoperability.

The Business Computing Standard is defined to be a personal computer with:

- Windows 7 Operating System (or later)
- Microsoft Office 2013 (or later)
- Outlook as the e-mail client and Exchange as the mail store

One advantage of having a defined standard for business computing devices is that other strategic needs can be layered on the basic standard.

Thus, to address the requirements of the University's Information Security Policy (<http://url.tees.ac.uk/isp>), the following features may be layered on top of the Business Computing Standard to provide the only centrally supported platform to hold personal/sensitive data on a portable computer:

- Full disk bit-locker encryption (to protect data should a device be lost or stolen)
- Bit-locker encryption for memory sticks – ensuring compatibility with BCS compliant devices.
- Direct-Access technology (to allow secure remote access to University facilities whilst offsite and allow world-wide updating of the device). For further information please see the IT Remote Working Policy (<http://url.tees.ac.uk/rwp>).

For a computer to comply with the Business Computing Standard it must be owned and managed by the University and be joined to University's computer management system (Active Directory).

### 3. Ownership

The Director, IT and Communications Services (IT Department) has direct responsibility for maintaining this policy and providing guidance and advice on its implementation.