

## STU-POL-002 - STU Information Technology

<b>Version No:</b>	2	<b>Effective Date:</b>	4 <sup>th</sup> September 2020
<b>Author:</b>	Claire Hurlow, Quality Assurance & Governance Officer		
<b>Description of changes:</b>	Change of SOP number to Q-Pulse number (replaces CT032) Change of author from Mihaela Barbu Update of SOP references in text		

### 1. BACKGROUND

Swansea Trials Unit (STU) must comply with University computing regulations applicable to all University staff and students. SU policies provide the operational framework for the general use, backup and recovery of SU or STU IT resources. These policies can be found on the SU IT Services homepage.

There are additional requirements for regulated research projects to comply with European and UK legislation. STU maintains SOPs to help ensure compliance with these requirements.

### 2. RESPONSIBLE PERSONNEL

All STU Staff should be familiar with this Policy, understand how it applies to their work and support its implementation.

### 3. IT REGULATIONS AND POLICIES

SU new staff induction includes an introduction to SU IT Regulations and Policies. These are also detailed on the website (see references for link).

STU induction will include training on STU SOPs as applicable to staff. Where SU or STU policies are updated, all staff members will be notified and should read and adhere to the latest versions.

Those using systems or services provided by a third party must also be aware of, and act in accordance with, the Terms of Use for those systems.

### 4. REFERENCES

Swansea University IT Regulations and Policies:

<http://www.swansea.ac.uk/it-services/policies-and-procedures/>