



- 1.1 The purpose of this Policy is to outline the circumstances in which it is permissible for Bangor University to access the IT accounts, communications and/or other data stored on IT equipment including any peripheral devices or hardware of staff members or students.
- 1.2 This Policy applies to all

will provide reasonable assistance and will disclose information to these non-institutional bodies/persons when required to do so and as allowed under the Data Protection Act 2018.

Students must not access the IT accounts of any other person and must only use the institution's facilities in compliance with the University's Acceptable Use Regulations.

## 5.1 Staff Absence

In cases where a member of staff is away from the University (for example on sick leave, long term absence, compassionate or maternity leave) the University reserves the right to access the member of staff's IT account (including email, data, files etc.) in order to ensure continuity of the University's day-to-day business and to ensure its business needs are met.

In such circumstances the University will follow the procedure set out below:

5.1.1 If appropriate, the member of staff will be contacted, and consent sought for access to specific communications and/or documents.

5.1.2 Where consent is not given or cannot be given and there is no alternative way to get the required information, permission to access the member of staff's account will be sought in the first instance in writing from the appropriate Dean of College, Head of School or Director of Professional Service who will in turn contact the Head of Governance Services for authorisation.

5.1.3 Other than in exce in c 89.9d[10(n)0 G[( ) TJET@.000008871 0 595.32 841.92 reW\*nBT/F2 12 Tf





5.6 Forwarding of Emails from Staff / Student or External Accounts