Code of Practice 3

Code of Practice for Line Managers, Personal Tutors, Project/PhD supervisors

Approved (with minor edits) by ISWG - October 2014

1. Introduction

This document sets out what is expected of line managers, personal tutors, project and PhD supervisors in the context of the LSHTM Information Management and Security Policy.

2. Definitions

Line Manager - staff with direct line management responsibility for one or more staff.

3. Responsibilities of Line Managers

As outlined in 2.3 of Information Management and Security Policy:

> 1 **Line Managers** are required to implement this policy in respect of both paper and electronic systems operated by their staff. They are responsible for ensuring that staff and other persons authorized to use those systems are aware of this policy and its associated codes of practice and they should facilitate compliance with them.

> 2 **Line Managers** shall ensure adequate oversight of security, through IT Services or departmental computing support staff.

As at 5.2:

> 3 Any individual suspecting that the security of a computer system has been, or is likely to be, breached should immediately inform his/her **line manager** and the LSHTM Computer Security Incident Response Team (email to CSIRT@lshtm.ac.uk).

As at 8:

> 4 The School's senior management have approved this policy statement (the main Information Management and Security Policy at http://www.lshtm.ac.uk/its/informationsecurity/policy/index.html) and delegated its implementation to **Line Managers**.

As at 1 in Acceptable Use Policy:

> 5 If you are not sure whether something you are planning to do might contravene these regulations, check first with your **line manager** (in the case of staff) or tutor (in the case of students), or seek help from the ITS Help Desk before proceeding.

Tutor, above, includes taught course tutors or research supervisors.