

St George's, University of London

Laptop and Workstation Build Policy

1. Introduction

- 1.1 As part of establishing a secure information security strategy, it is essential that any new computer systems are installed and setup as per the university's guidelines in order to meet the strategy.

2. Purpose

- 2.1 This document outlines all the minimum requirements for setting up a new computer (workstation or laptop) to reside on SGUL's managed network.

3. Scope

- 3.1 This policy applies to workstations or laptops owned by SGUL and managed by SGUL IT.

4. Policy

- 4.1 This policy applies to all workstations and laptops owned by SGUL and is managed by SGUL IT. This policy outlines the minimum requirements for any workstation or laptop that connects to SGUL network either directly or remotely.
- 4.2 This policy can include systems that contain company or customer data owned or managed by SGUL at the discretion of SGUL IT.
- 4.3 The Laptop and Workstation procedure outlines how Windows computers must be setup as a minimum standard. This document must be consulted before a new build is commissioned on to SGUL domain.
- 4.4 Users wishing to purchase a Laptop or Desktop PC should contact ITAV@sgul.ac.uk to discuss your needs and ensure the correct IT equipment is purchased from our list of standard devices.
- 4.5 Where a non-standard device is required, this will need to be assessed in conjunction with the Head of IT and the Desktop Systems Manager*

5. Policy Review and Maintenance

- 5.1 The Policy will be reviewed and updated, annually, or as needed, to ensure that the policy remains aligned with changes to relevant laws, contractually obligations and best practice.