DEPARTMENT OF STATISTICS

UNIVERSITY OF OXFORD

TITLE	
	Policy for Data Storage during Suspension of Status
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RELATED POLICIES	

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Rationale

The purpose of this policy is to try to ensure the best use of IT facilities which may have been assigned to a student prior to suspension of status, whilst also attempting to avoid the loss of any important research data stored—for example—on desktops and servers by the student.

Policy

Prior to any suspension of status the Academic Administrator should contact IT to let us know about the suspension dates for a user, along with details of any IT resources used. The location of any user specific research data should also be established from the student or supervisor.

Where possible the student and/or supervisor are encouraged to make their own backups of any important research data to a secure cloud facility, USB drive(s) or research group servers, depending on their requirements over the suspension of status period.

When possible the student should request the transfer of ownership of any files that may be required by their supervisor or colleagues, or grant them access, prior to suspension. If the student has any other data stored on research servers which also ought to be backed up and removed, then the student (or if not possible, the supervisor) should contact IT to discuss arrangements.

At the start of the suspension of status period IT will, if the student is assigned a desktop computer, backup any data on it and retain the backup for at least the period of suspension. If the desk space is reassigned, IT may also reassign the desktop computer to another user.

The Academic Administrator should contact IT at least 10 working days in advance of a student who is assigned a desktop returning, to allow for the preparation of a replacement computer. IT also need to be advised of any extension to the suspension of status so that records can be updated.