Reference Number: *P29*

SOFTWARE LICENSING & MANAGEMENT POLICY

Policy Review					
Author	Position	Approved by SMT Signed:	Approval date	Review cycle	Published Y/N
Craig Cullen	Head of Infrastructure		21/4/23	2 Years Review Date Apr 2025	Y

	Document Control – Revision History (Policies only)				
Author	**Summary of Changes**	**Date**	**Version**		**Recommend to SED Y/N**
Craig Cullen	Minor amendments	11.05.16			Y
Craig Cullen	Minor amendments	24.05.18			N
Craig Cullen	Minor amendments	14/09/22	v1		
Shane Tighe	Privacy Impact Assessment (PIA) information added	15/3/23	v1.1		

Initial Equality Impact Screening

Has anyone else been consulted on this policy and/or procedure? Gareth Bevan

What evidence has been used for this impact screening (e.g. related policies, publications)?
Acceptable use of It policy

Declaration (please tick one statement and indicate any negative impacts)

[X] I am satisfied that an initial screening has been carried out on this Policy and/or Procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.

[ ] I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:

- ☐ Age
- ☐ Disability
- ☐ Gender Reassignment
- ☐ Race
- ☐ Religion or belief
- ☐ Sex
- ☐ Sexual orientation
- ☐ Marriage & civil partnership
- ☐ Pregnancy & maternity

Completed by:	Craig Cullen	**Position:**	Head of Infrastructure	**Date:**	05/10/22

[ ] Reviewed by Equality & Diversity Group: NO If Yes: Date:

[ ] I confirm that any recommended amendments have been made

Summary of Comments/Recommendations from Equality & Diversity Group Review:

Amended by Author:		**Position:**		**Date:**	

PURPOSE OF THE POLICY

The purpose of the Software Licensing & Management Policy is to ensure that the College:

1. Holds appropriate licenses for software which it uses
2. Has coherent strategies for software maintenance and upgrading
3. Minimises risk from software failure as a result of unapproved software disrupting approved software.

SCOPE

This policy applies to all College staff/learners and pertains to both educational and administrative software.

The College is committed to installing and using only College approved, licenced and legally procured software. The College will not condone the use of unapproved or unlicensed software. Where unlicensed software is found by IT Services, it will be removed, and staff or students found to be installing unlicensed software will be liable to disciplinary action.

Further, in order to maintain a level of software which it is affordable to upgrade appropriately and in a timely fashion, only fully authorised software may be used on College networks and computers.

There are various provisions in the policy to deal with different software issues:

1. The decision to introduce new critical system software or to upgrade major core software from one generation to the next must be included in individual Department Business Plans (in line with the ITS Strategy and IT Disaster Recovery Plan). It must meet College Financial Regulations and be subject to budget approval in the IT Software budget. Finally, all requests must be approved by the Senior Management Team and the Head of Infrastructure.

2. IT Services maintains a list of approved software. Any request for software not currently on the approved list, must follow the 'Request for New Software' process. The "Software Request Form" is available within the Staff Forms Library, under the IT Services section. All required fields must be completed by the requestor, approved in principle by their senior manager, and returned to IT Services for vetting and a full system compatibility test. If after testing, the software is approved by ITS and is not within budget, the approval of purchase will go to SMT with a business case to be agreed pending affordability and judgement of need.

3. The Head of Infrastructure will ensure the overall licensing arrangements for approved College software are maintained.

   The Manager of IT Services is responsible for the licensing of:

   - Server & Client Operating Systems
   - System security applications
   - Office products and layered software
   - Web based applications such as exam software
   - Database server & client Licensing
   - Core College Applications, as used in Administration (and including licensing of Academic use of those Core Applications)

4. The Manager of IT Services will maintain licenses for all other, mainly educational, software. Any member of staff who extends the scope of the use of College software is required to check the availability of licenses with IT Services before doing so. Similarly, any member of staff requiring the installation of software on stand-alone machines is required to check that

appropriate licences are held before the installation takes place. Approved college software will only be installed on college equipment.

5. All software installations to the College networks must be undertaken by IT Services, or, where appropriate, MIS and must adhere to the IT Services Change Management Policy.

6. All cloud-based software and Software as a Service (SaaS) purchases should undergo a Privacy Impact Assessment (PIA).

   The PIA should:
   Answer the following questions:
   a. Specifically, what data is being stored?
   b. Where is the data being stored, where are datacentres located?
   c. Is there a data retention period and if so, how long?
   d. What happens to data after the contract ends?
   e. Are there any third parties accessing data and if so who?

   Meet the following criteria:
   a. All transmitted data must be encrypted.
   b. All stored data must be encrypted.
   c. System must collect only enough personal information to provide it's intended service, and no more.

6.1 The purpose of the PIA is to determine any impact on an individual's privacy and ways to mitigate or avoid any adverse effects.

6.2 It is the responsibility of the Manager of the department requesting the software to complete the PIA. The completed PIA must be returned to the IT Services Manager who will review and send to the Data Protection Officer for final review.

6.3 The PIA form can be found within the Data Protection Policy.

RESPONSIBILITY AND AUTHORITY

The overall responsibility for the Policy lies with the Head of Infrastructure. The implementation of its purchasing provision is overseen by the VP Finance & Resources. Software licencing is the responsibility of the Manager of IT Services and IT Administrator. The maintenance of approved software and all installations of software is the responsibility of the Senior IT Services Engineer.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

References

Associated documents are:
- IT Strategy
- College 'Acceptable Use of IT' Policy
- The College e-Learning Strategy
- IT Services Change Management Policy
- IT Services Request for Software addition, change or deletion
- Data Protection Policy

Definitions

'Software' within this Policy means all programs, routines etc present either on the College network or stored on College stand-alone computers. The definition is not restricted to large-scale commercial applications software.