

IT PROCUREMENT AND INSTALLATION POLICY

Introduction and Scope

1. The purpose of this policy is to establish guidelines for the procurement and installation of computer equipment, software applications and digital communications tools at Richmond American University London (University). This policy aims to ensure the continued operation and stability of the University's IT estate, protect the integrity, confidentiality, and availability of University data, prevent security incidents, minimise costs and protect the University's assets.
2. The scope of this policy includes:
 - 2.1 All University employees, contractors, students, and anyone who uses University computing resources.
 - 2.2 All computer equipment, software applications and communications platforms used for University business, whether they are installed on University-owned or personal devices.
 - 2.3 For the avoidance of doubt, this policy's scope includes peripheral devices (for example, printers, mice, USB storage devices) as well as larger equipment, such as laptops.

Equipment and Software Procurement

3. The University will acquire hardware and software from reputable vendors, and only after a thorough evaluation of their features, compatibility, licensing, and security requirements. All procurement will be conducted by the IT Department, and in accordance with the University's Third Party Policy.
4. All IT procurement must be approved by the University's IT Department, and, if appropriate (depending on the costs, complexity and the nature of any data which may be processed) by the IT & Data Governance Committee, who may require that a Data Privacy Impact Assessment (DPIA) be conducted before any use or commitment is made (including any trial or pilot deployment.)

5. For reasons of cyber security, data privacy, technical compatibility and cost management, staff and faculty are strictly prohibited from procuring any computer equipment, software or digital system without consultation with the IT Department.
6. For the avoidance of doubt, “procuring” in this context includes:
 - 6.1 Buying or leasing a device, of whatever size or value;
 - 6.2 Buying a licence to use a product;
 - 6.3 Signing up for a trial, pilot or evaluation product or licence, even if free;
 - 6.4 Commencing a process of evaluation or testing;
 - 6.5 Signing any contract, letter of intent or other formal expression of interest or commitment.

Equipment Installation

7. Only the IT department may install equipment onto the University’s network, or make physical changes or additions to existing equipment (for example, by performing a hardware upgrade)
8. Users must not modify, tamper with or decommission any University IT equipment.

Software and Application Installation

9. Only the IT Department may install software and applications on University devices.
10. All software and applications must be installed from a trusted source, and the IT Department will verify the authenticity and integrity of the software before installation.
11. Users must not modify, tamper with, or delete any software or application files, libraries, or configurations without prior approval from the IT department.

Non-Compliance

12. Any misconduct or breach relating to this policy by a University employee may lead to disciplinary action under the appropriate procedures laid out in the Employee Handbook.
13. Policy violations by students will be dealt with under the Student Code of Conduct.

Exceptions

14. Any exceptions to this policy must be approved by the Head of Information Technology.

VERSION MANAGEMENT

Responsible Department: IT			
Approving Body: University Board (on recommendation of Operations Committee)			
Version no.	Key Changes	Date of Approval	Date of Effect
1.0	Initial Version	24 July 2025	September 2025
1.1	No changes to the policy; reviewed and approved by University Board for AY 2026–27.	5 May 2026	September 2026
		Restricted Access? <i>Tick as appropriate:</i> Yes ☐ No ☒	