



IT and University Card

Last updated Sep-13

Experimental Medicine

Factsheet 3

Information Management Services Unit (IMSU)

On receiving your university card, use the "Online Username Request Form" at www.imsu.ox.ac.uk to request a username and e-mail address. IMSU will contact you within a day or two to inform you of your username and password.

University Information Security Policy

The University Information Security Policy provides a framework for the management of information security throughout the University. Adherence of the

and terms must under no circumstances be divulged to any unauthorised person or persons.

Encryption Services

Staff can purchase encrypted USB flash drives from the IMSU Office in the John Radcliffe Hospital (Room 3A25B, access via the Cairns Library). Where physical security is insufficient IMSU offers a Whole Disk Encryption (WDE) service in conjunction with the WIMM. Details can be found at www.imsu.ox.ac.uk/services/encryption

A Guide to IT at Oxford for New Staff and Students www.oucs.ox.ac.uk/welcometoit/

Policy forms part of an employee's terms and conditions. A copy of the policy will be provided with your contract of employment. A copy of the policy can also be found at www.it.ox.ac.uk/infosec/ispolicy/

Confidential Information

Any matter of a confidential nature, including information, but not limited to, relating to the diagnosis and treatment of patients, individual staff records, and details of contract prices

Oxford IT and e-mail account

You can use your Oxford account to access several central IT services including Web learn and Nexus. This account must be activated and you will receive instructions on how to do so and the activation code directly from the IT services by post as soon as your University card has been issued.

Telephone System

To dial an outside line, dial 9 followed by the number. Internal extensions are five digits.

Your local IT contact

If you are based at the John Radcliffe Hospital Site and if you experience problems with your computer, please contact the IT Officer:

Robin Sparkes
Robin.sparkes@ndm.ox.ac.uk
or tel. (2)22902

If you are based at the PMB please contact IMSU helpdesk based on South Parks road tel. (2)71371

If you are based at the WIMM your IT contact is Tom Anstey
Tom.anstey@imm.ox.ac.uk
or tel. (2)22630

If you are unable to contact the IT Officer and the problem is urgent, or if you are based elsewhere (other than the John Radcliffe Hospital or WIMM) and have an IT query please contact the IMSU helpdesk:
help@imsu.ox.ac.uk
or tel. (2)21323



NUFFIELD DEPARTMENT of MEDICINE



If dialling a hospital extension number from the University network, prefix the extension number with 553. If dialling from a hospital phone you need to add a prefix of 731.

Personal use of departmental telephones is permissible only in an emergency, when the call should be kept to a minimum duration.

University IT Services

IT services operates, develops

University Card

Staff, students and invited academic visitors require a University Card to gain access to libraries, computing services and some College and University buildings. The card is used for security purposes and where access control or other automated systems are in use. It also serves to identify those entitled to use University facilities and services. In order to obtain a card please

More information on how to protect yourself, your computer and your data can be found at www.it.ox.ac.uk/infosec/protectyourself

and supports the University's primary computing systems, such as the network backbone and the central email service (Nexus); it offers IT training and facilities to members of the University; and it develops and supports core business systems within the University, such as Oracle Financials and Marketplace. General information about email, networks, security, how to get help and how to develop your IT skills can be found at www.ox.ac.uk/it/staff.html

request an application form from the HR team by e-mail: hr@ndm.ox.ac.uk or tel. (2)21325 and return to us. You will be able to collect your University Card from the HR team once your application form has been processed by the Card Office. You should not have to wait longer than five days.

If your card is due to expire and your contract of employment has been extended please send your request to the HR team (e-mail: hr@ndm.ox.ac.uk).

Further details can be found at www.admin.ox.ac.uk/card/apply/

Useful Policies and Guidelines

University Information Security Guide:

www.it.ox.ac.uk/infosec/ispolicy

Computer Disposal:

www.ict.ox.ac.uk/oxford/disposal

Data Protection:

www.admin.ox.ac.uk/dataprotection

Freedom of Information:

www.admin.ox.ac.uk/foi

Handling of Illegal Material:

www.ict.ox.ac.uk/oxford/rules/soaguidelines.xml

Records Management:

www.admin.ox.ac.uk/lso/statutes/recordsmanagementpolicy

Regulations relating to the Use of Information Technology Facilities:

www.admin.ox.ac.uk/statutes/regulations/196-05

For more information contact

Experimental Medicine Division, Nuffield Department of Medicine

University of Oxford, John Radcliffe Hospital

Level 5, Room 5800, Headington, Oxford, OX3 9DU

Tel: 01865 221 325 fax: 01865 222 901

e-mail: hr@ndm.ox.ac.uk

www.expmedndm.ox.ac.uk/home