

- nuisance to occupants, except in designated residential study bedrooms;
- (ii) prohibit smoking in University vehicles in accordance with the Smoke-free (Vehicle Operators and Penalty Notices) Regulations;
 - (iii) allow smoking in designated study bedrooms but not in any common area within residential buildings;
 - (iv) require occupants of the study bedroom to cease smoking (if requested to do so) to allow work to be carried out (cleaning, maintenance, etc);
 - (v) designate external areas where smoking is allowed. This is to allow a sensible approach to be taken to controlling smoking and associated waste.
- (c) For full details of the policy see <http://www.sussex.ac.uk/hso/>

Scope

- (d) This policy is binding upon all users such as staff, students contractors, consultants, visitors and guests of the University when using University facilities, computers and/or networks, whether on site or via remote connections.

Implementation

- (e) Information Services Committee has the authority to authorise and renew this policy.
- (f) Information Services Committee may delegate specific responsibility for ensuring that the implementation documents and controls relating to information security are comprehensive, up to date and consistent with the law to another body set up for this purpose.
- (g) The Director of IT Services may authorise access to private information for operational reasons. Exceptionally, the Registrar and Secretary may

breaches of University Regulations or the law. Such actions will be reported annually in summary form to Information Services Committee. No one may

authority.

Responsibility

- (h) Users of University of Sussex facilities are responsible

of the University will become involved. Users may contact the ITS fault reporting service if they experience problems.

- (ii) Where your actions put computing facilities at risk, your account and/or computing device could be suspended from the network, and your actions reported to your Head of School (students) or line manager (staff). The infringement may result in action being taken under staff or student disciplinary procedures as appropriate.
- (iii) University policy is that criminal activity will be referred to the police.

7. Miscellaneous Regulations

- (a) Lists of and links to other policies, procedures, codes of practice and regulations may be found on the Office of Governance and Secretariat website at: