



## **Terms & Conditions of access to BU IT systems and accounts**

As an alumnus (graduating former student) you are being given access to certain BU IT systems and services as set out below. We will need to process some of your personal information to provide this access. We will send emails to your BU email account where necessary for account administration and to manage information security.

### **Scope of access:**

- BU email address and associated email account
- Access to the MyCareerHub portal

Alumni system access will be limited to three years after the end of your course as determined by the dates on our student records system. At the end of this period your account will be deactivated and content within it deleted after a further three-month period. You will not have access in that three-month period, which exists to avoid any difficulties around accidental deactivation of live accounts. In addition, your account will be suspended if your account is inactive for a six-month period within the three years. In this case, you may be able to request reactivation of your account for the remainder of the alumni account period, subject to verification of your identity.

You will be given advance notice of any suspension or deactivation of your account by email to your BU email account.

The rest of this document sets out the conditions of your access to BU staff, systems and resources. If you break these conditions, your access may be suspended, restricted or removed without further notice. By using or continuing to use your BU account you are accepting these conditions.

### **Conditions of access**

1. You are provided with system access to support you as an alumnus in developing your career and maintaining your communications with BU as an organisation in the period immediately following your graduation.

You must not download, copy, retain or use any BU resources or any third-party resources accessed through BU systems for any purpose other than that stated above. Where your account gives you access to the personal data of other people, you must use

this only for contact with the BU alumni team, use of the BU careers advice services or account management/IT support purposes. You must not use resources or personal data accessed through BU systems for any other personal or professional purposes.

2. You must not take any action which could compromise the security or integrity of BU's network or systems. This means that you must:
  - a. **not** share your BU login and password with anyone (this includes not allowing third parties access to them);
  - b. **not** click on any links or open any emails within a BU account if you do not recognise the sender and are not confident they are safe;
  - c. apply security updates and use security tools and measures as required whenever you log into BU systems on any device. This may include providing contact details or other information as necessary for authentication or password reset measures and complying with BU's current password policy;
  - d. comply with [BU's Acceptable Use Policy](#), as an authorised user. Please note in particular the requirements in section 4 of that policy; and
  - e. comply with any other rules or requirements notified to you by BU's Information Security team or your normal BU contact.

If you are not sure about any action in connection with BU's systems or your account, contact BU's IT Service Desk (telephone 01202 965515) for advice before taking any action.

3. You must report any actual or potential information/cyber-security risk or incident within or affecting your BU account to BU's IT Service Desk immediately, follow instructions from BU regarding actions to respond to a risk/incident and provide reasonable co-operation to any investigation into a security risk or incident.

### **Privacy information: how we process your personal information**

To provide you with access to our systems and resources, we keep a record of your name, former BU Student ID number and the date on which you completed your studies at BU. We maintain an IT account linked to this personal information. Information about your IT account will be accessible only to our IT administrators and used only for managing your account and your system access. Once your account is deactivated the content within is deleted after three months.