

# WHAT TO DO IF YOU LOSE A LAPTOP OR 'DATA DEVICE'

June 2016

# Contents

Summary.....	5
What is this document about? .....	5
Who is this for?.....	5
How does the University check this is followed? .....	5
Who can you contact if you have any queries about this document?.....	5
1.0 If a data device belonging to the University is lost or stolen. ....	6

<b>Document title</b>		
Normal text		
<b>Document author and department</b>		
Normal text		
<b>Approving body</b>		
Normal text		
<b>Date of approval</b>		
Normal text		
<b>Review date</b>		
Normal text		
<b>Edition no.</b>		
Normal text		
<b>ID Code</b>		
Normal text		
<b>Date of effect</b>		
Normal text		
<b>EITHER</b> For public access online (internet)? Tick as appropriate		<b>YES</b>
For public access on request copy to be mailed Tick as appropriate	<b>NO</b>	<b>YES</b>
<b>OR</b> For staff access only (intranet)? Tick as appropriate		<b>YES</b>
Password protected Tick as appropriate	<b>NO</b>	<b>YES</b>
<p>External queries relating to the document to be referred in the first instance to the Corporate Governance team: email <a href="mailto:corporate-governance@port.ac.uk">corporate-governance@port.ac.uk</a></p>		

If you need this document in an alternative format, please email [corporate.communications@port.ac.uk](mailto:corporate.communications@port.ac.uk)

The latest version of this document is always to be found at:

<https://erecords.port.ac.uk/documents/qA43279>

# Summary

## What is this document about?

This advisory describes the steps that must be taken if a 'data device' is lost, stolen or damaged beyond use **and there is a possibility of data loss or disclosure**. The range of digital devices in use is constantly changing as new technologies emerge but the term 'data device' includes all digital technologies that can store data internally.

A data security breach could result from the loss, theft or destruction of a laptop or tablet computer, a USB memory device, optical media (CD, DVD), magnetic tapes or an external hard drive

## Who is this for?

This IS Advisory is aimed at all staff and third parties provided with a University data device (laptop, USB stick, CD/DVD, magnetic media or external hard drive)

## How does the University check this is followed?

Annual review of this IS Advisory will be performed to evaluate:

## Who can you contact if you have any queries about this document?

Any questions about this advisory should be directed to [servicedesk@port.ac.uk](mailto:servicedesk@port.ac.uk)

## 1.0 If a data device belonging to the University is lost or stolen.

### **Step 1 – Write a statement**

As early as possible after the loss or theft, while the details are fresh in your mind, write down the details of what happened (the Who, What, Where, When, How., etc).

### **Step 2 – Contact the IS Service Desk (ext 7777)**

The IS Service Desk will be able to advise you further and take the steps necessary to inform relevant parties, make arrangements to replace the device and - if there is a possibility of data loss or disclosure - they will make an impact assessment.

University of Portsmouth  
Department of Human Resources  
University House  
Winston Churchill Avenue  
Portsmouth PO1 2UP  
United Kingdom

T: +44 (0)23 9284 3141  
F: +44 (0)23 9284 3122  
E: [university.secretary@port.ac.uk](mailto:university.secretary@port.ac.uk)  
W: [www.port.ac.uk](http://www.port.ac.uk)