<table>
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<tr>
<th>Policy name:</th>
<th>UCL Software Licence Management Policy</th>
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<td>Policy applies to:</td>
<td>All software installed or running on UCL-owned computers, either running a Microsoft Windows, Apple MacOS or Linux operating system. UCL-owned software installed on a non-UCL owned computers. Where a cloud based subscription agreement is entered into for UCL.</td>
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<tr>
<td>Policy owner role:</td>
<td>Head of IT Supplier and Asset Management</td>
</tr>
<tr>
<td>Policy owner name:</td>
<td>Robert Silk</td>
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Author: Rob Silk  
Date: 11 November 2017  
Version 1.00
Revision History

<table>
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<tr>
<th>Revision No.</th>
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<th>Summary of Changes</th>
<th>Who</th>
<th>Changes marked</th>
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Approvals

This document requires the following approvals:

<table>
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<th>Name</th>
<th>Title</th>
<th>Date of Issue</th>
<th>Version</th>
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<tbody>
<tr>
<td>Mike Cope</td>
<td>Director, ISD</td>
<td>10/11/2017</td>
<td>1</td>
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1. Review plan

This document will be reviewed every year, or more frequently if required, e.g. following changes to related requirements, or to related documents.

2. Introduction

- The objective of this policy is to ensure that the UCL meets its legal and contractual obligations, obtains good value for money, and operates effectively and securely in the licensing, purchasing and management of software.
- UCL will implement a software asset management system to support effective and risk-based approach to licencing which can be adequately maintained. This system will consolidate information of software deployed across UCL and, where practical, all software licenses will be recorded in this system.
- UCL’s licensing approach will be based on the UCL Risk Management Policy and procedures.

3. Scope

The policy applies to software and its associated licences where the user or department has to enter into a contract or agreement that places obligations onto UCL.

The scope applies to
- All software installed or running on UCL-owned computers, either running a Microsoft Windows, Apple MacOS or Linux operating system
- UCL-owned software installed on a non-UCL owned computers
- Where a cloud based subscription agreement is entered into for UCL.

4. Dependencies

Documents which rely upon this policy:
- UCL Acceptable Use Policy
  https://www.ucl.ac.uk/informationsecurity/policy/public-policy
- UCL Monitoring Computer and Network Use Policy
  https://www.ucl.ac.uk/informationsecurity/policy/policy/public-policy/Monitoring
- UCL Information Security Policy
  https://www.ucl.ac.uk/informationsecurity/policy/public-policy/Policy
- UCL Risk Management Policy and Procedures
  https://www.ucl.ac.uk/risk-management/riskmanagementpolicy
- UCL Records Retention Schedule
  http://www.ucl.ac.uk/library/docs/retention-schedule.pdf

5. Stakeholders

The following roles, or their nominated representatives, should be involved in the review of this document.
- Head of IT Supplier and Asset Management
5.1. Accountable Roles

In order to ensure compliance with software licensing terms it is important that an appropriate individual takes responsibility for and can be held accountable for the management, installation and use management of software on each UCL computer system.

An individual who installs software on a computer is responsible for ensuring it is appropriately licensed for the installation of the software on that computer. In addition, if the computer onto which the software has been installed is capable of hosting multiple users, the individual must ensure that reasonable steps are taken to ensure that the software is used in accordance with its license agreement. For example, informing users if the package cannot be used for contract research.

Software users also have a responsibility to ensure that they use any software packages that are available on UCL computers they have access to in accordance with the license agreement. If there is any doubt as to whether a particular software package can be used for a particular purpose, the user should contact ISD Supplier and Asset management for advice.

In addition, if a user introduces any software to a multi-user system (e.g. by running a package that does not require installation), they must ensure that it is used in accordance with the license agreement.

6. Definitions

- Definitions of the terms used in this policy statement and supporting documentation can be found in the glossary on the Information Security website: https://www.ucl.ac.uk/informationsecurity/policy/public-policy/Glossary1016.pdf.
- UCL software – software that has been purchased by UCL funds directly or indirectly or novated into UCL as part of merger.
- Personal software – software that has been purchased without using UCL funds directly or indirectly.
- UCL computer – a computer that has been purchased by UCL funds directly or indirectly or novated into UCL as part of merger.

7. Policy statements

7.1. Software purchase and acquisition

- UCL software must be purchased in accordance with UCL's financial regulations.
- ISD will maintain a software management database for all UCL software including licences, agreements and media. ISD will authorise specific individuals within a department to access the software management database and manage the records related to software for their department. Credentials for accessing the software management database must not be shared and the owner of the credentials is responsible for any actions undertaken using those credentials. Departments are responsible for ensuring registers of departmental licence purchases are kept up to date.
- Where a department/faculty does not have access to the centrally maintained software management database, all software purchases must be made via ISD.
- Software covered by the following agreements does not need to be recorded - https://opensource.org/licenses, however the terms of use detailed in the license agreement must be followed.
- When procuring software for UCL, it is necessary to check that the software will not damage or interfere with the operation of UCL’s computers or systems via your IT contact.
7.2. Software installations and use

- Software installed on UCL computers must have an appropriate licence, and anyone installing software must ensure its use is in accordance with the license agreement.
- A staff member or student installing software should always check that the licence is appropriate before installing the software.

7.3. Compliance with licensing conditions

- The use of all software should be controlled and monitored to ensure the software installed on UCL-owned devices, shall meet the necessary compliance requirements as laid down in the licence agreements.
- UCL Software on personal devices should be installed and used in accordance with the licence agreements.
- ISD will supply an appropriate product for metering and monitoring of desktop@UCL.
- Where a department does not have a monitoring and metering product for non-desktop@UCL computers’ ISD’s product will be made available for use with UCL owned devices.
- Where the software is monitored via the software management database, software licenses that have not been used for more than 12 months can be subject to redeployment where the licence agreement allows for this and the purchasing department agrees to it.
- Users must report any use that is against the software agreement to Supplier and Asset Management team in ISD.

7.4. Software licencing discovery and licence audits

- Audits will only take place where ISD has reasonable grounds to suspect that a department has failed to abide by the policy, evidence has highlighted possible licence compliance issues or a vendor has requested an audit to be completed.
- Audits will be based on UCL’s Risk Management policy and procedures.
- ISD will provide a software metering and monitoring product to audit software installations on the UCL owned computers. If a department already uses a different audit tool this can be used instead as long as it produces data of sufficient detail and quality. Audit reports can then be compared against the licences owned by the faculties/departments.
- Faculties/departments with non ISD managed networks must allow the audit tools full access to their computers to gather software information as required by ISD.
- Where an audit tool cannot be used, a manual audit should take place.
- The cost of any licence discrepancies will be met by the faculty/department.

7.5. Business Continuity

- ISD will provide an online repository for storing software installation media where possible and allowed. All software should be stored there. This will help ensure business continuity.

7.6. Removal of software

- UCL software licences must be removed from any hardware that is disposed of or transferred outside of UCL ownership, as according to the licence agreement.

7.7. Staff and students leaving UCL

- Staff and students who have had UCL owned software installed on personal computers must remove such software on their last working day or day of registration.
7.8. Discovery of unlicensed software

- If, as the result of an audit or other systems management activity, software is found on UCL owned computers which is believed to be unlicensed, the user or System Administrator will be required to remove the software within 5 working days or produce evidence they have an appropriate licence. The license can then be recorded within the software management database.

8. Sanctions

- This policy statement does not form part of a formal contract of employment with UCL, but it is a condition of employment that employees will abide by the regulations and policies made by UCL.
- Failure to uninstall software where no evidence of licence status has been provided, and repeated failure will be notified to your Line Manager who will take the appropriate action.