Technical Equipment Policy

Institutional Policy

Title:	Technical Equipment Policy
Responsible Officer:	Director, Research Informatics
Original Effective Date:	3/16/2014
Revised Date:	2/8/2019
Renewal Date:	On or before 2024
Approved By:	*Kathryn Tasker*

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1   Purpose

The purpose of this policy is to protect HSL from accidental loss or theft of HSL property by clarifying ownership rule regarding technology purchased for research purposes. Furthermore, the policy means to protect HSL from a security breach or data loss from insecure, improperly erased equipment handled by non-employees.

2 Scope

This policy applies to all employees and contracted employees of Hebrew SeniorLife and the Marcus Institute for Aging Research (Marcus Institute).

3 Definitions

NA

4 Policy Statement

All technical equipment including hardware (workstations, laptops, mobile devices, storage devices, etc), software or related accessories purchased for use for research, administration or other purposes is property of HSL. No equipment may be transferred to private ownership or external organizations.

5 Procedures

5.1 General Rules

1. Technical equipment provided or purchased by HSL for research, administration or other purposes, including when purchased using grant and contract funds and/or gift and/or discretionary funds, is HSL property.
2. Employees of may not depart the organization and "take" technical equipment with them.
3. Employees must turn in all technical equipment to research administration or an HSL corporate representative (e.g. Help Desk) upon terminating employment.
4. HSL will not sell or otherwise transfer ownership of technical equipment to individuals.
5. Personal technical equipment should not be used for research purposes.
   a. Personal hardware (e.g. personal mobile phone, laptop, home computer) is not subject to this policy.
   b. Software electronic files (data sets, documents, programs, etc.) related to HSL work activities and stored or accessed using personal hardware are subject to this policy. All software or electronic files must be destroyed or relinquished to research administration or a HSL corporate representative (e.g. Help Desk) upon terminating employment.

Please contact the Director of Research Informatics regarding questions pertaining to technical equipment and corporate property rights.

6 Related Policies

The document author(s) have attempted to identify policies that may be applicable or related to this policy. This is not an exhaustive list. All HSL employees are expected to abide by all active policies of the organization at all times. As such, employees are encouraged to review any and all potentially applicable policies regardless of whether they are identified below. HSL reserves the right to modify, cancel, or enact new policies at any time, without notice.

- NA (no known related policies)

7 Reference Materials

NA

8 Appendix

NA

9 Document Properties

Title:	Technical Equipment Policy
Author:	Jason Rightmyer
Version:	V1.1
File Name:	Technical Equipment Policy.docx