



STRICTLY CONFIDENTIAL

Form M01 - Request for authorization of monitoring in accordance with LBS monitoring computer and network use policy

Please ensure you have read the LBS Monitoring Computer and Network Use Policy (**URL**) **before** using this form. This form is to be used when authorization for monitoring is requested in accordance with section 4.2 of the LBS Monitoring Computer and Network Use Policy.

The following must be completed by the person issuing the request and signed by the appropriate person¹. It must be countersigned by LBS Information Security staff **and** the LBS Data Protection Officer **before** any monitoring is carried out.

Person requesting monitoring	
Job Title	
Department	

Form continues overleaf

¹ Monitoring or access to stored material to investigate policy (or legal) compliance may only be carried out with written authorization from one of the following (or their deputies) as appropriate:

- the Director of Research Faculty Office or the Chief People Officer (in pursuance of faculty/staff disciplinary matters, as appropriate)
- the Associate Dean, Degree Education and Careers Centre or the Associate Dean, Executive Education or the Associate Dean, Advancement (in pursuance of student/alumni disciplinary matters, as appropriate)
- a member of the Information Security Group (in pursuance of security issues)
- a member of the IT SMT (in relation to systems under his/her authority)
- the School Secretary.

Reason for request	Please tick relevant box
To prevent or detect crime	
To investigate or detect unauthorized use, including the use of systems outside LBS	
To ensure the effective and authorized operation of systems	
For other lawful purposes as set out in the relevant legislation	
To establish the existence of facts	
To ascertain compliance with regulatory or self-regulatory procedures	

Please supply the following details:

The reason for monitoring, including any internal disciplinary offence or suspected or alleged civil or criminal act which may have been committed and an indication of why the proposed action is felt to be a proportionate approach.	
Scope of monitoring (e.g. user name or account to be monitored, system(s) to be monitored and/or material to be examined)	
Intended duration	
The names and job titles of those who will be carrying out the monitoring. (NB LBS policy requires that the monitoring must be witnessed and logged).	
Steps to be taken (i) to protect the privacy of the person(s) being monitored (other than as authorized) and (ii) to avoid compromising the privacy of other persons.	

Authorization: Name (block caps):

Position:

Signature

Date

When complete, please send to LBS Information Security (infosec@london.edu) with a copy to the LBS DPO (dpo@london.edu).

LBS Information Security will send authorization to the person named as carrying out the monitoring.

LBS Information Security approval:

LBS DPO approval:

Reference Number for request: