



LUNDS
UNIVERSITET

Vice-Chancellor

DECISION

1

22 June 2017

Reg. no STYR 2017/946

System ownership and system administration at Lund University

Background

The University generates and manages large amounts of information. This information must be managed in such a way as to ensure that the University's need for access is satisfied and that the University is able to comply with applicable regulations from, for example, the Swedish Civil Contingencies Agency, the Swedish Data Protection Authority, and the National Archives of Sweden. In order to fulfil our obligation, these guidelines concerning system ownership and system administration, as well information and templates, have been updated.

At the University, a large number of IT and information systems are used to support education and research as well as its management and administrative support activities. Well-functioning and sufficiently adapted systems that support the needs that exist, contribute to Lund University's ability to achieve its overall goals.

To ensure that the organisation is cost-effective and delivers benefits, a proposal has been put forward for the University to apply a model for system ownership and system administration, which clarifies responsibilities and roles, and creates conditions for meeting internal and external requirements.

The model is to create the conditions necessary to

- maximise the organisation's delivery of benefits
- achieve cost-effectiveness
- ensure that the information in the systems is of the right quality
- ensure that the right people have access to the information
- ensure that the information is given the correct information security classification
- ensure that the information is stored correctly
- ensure that information and system administration are documented appropriately.

In accordance with Section 11 of the Swedish Employment Act (MBL), the matter was negotiated with the staff organisations at LU on 20 June 2017.

Decision

The University has decided to

- apply a university-wide model for system ownership and system administration
- adopt the enclosed *Instructions concerning system ownership and system administration*, as of 22 June 2017. At the same time, the *Decision on introducing a system ownership model*, taken on 16 February 2011 (reg. no LS 2009/74), is repealed.

The decision on this matter was made by the undersigned vice-chancellor in the presence of university director Susanne Kristensson after a consultation with a representative of the Lund University Students' Unions, as well as a presentation by senior strategist John Westerlund. SamIT also participated in the processing of the matter.

Torbjörn von Schantz

John Westerlund
(Strategic Development)

Copies sent to:

All faculties

All divisions

USV/LUKOM/MAX IV

LUB

Internal Audit Office

