

Digital Services Customer Charter

For University Staff

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1 Overview

This document exists between all University staff (including its partners and affiliates) and Digital Services, who offer support for the agreed services defined in this document.

It defines the agreed levels of service staff can expect to receive and principles of mutual respect.

This charter is formally reviewed at least once every 12 months and updated with any changes made to the services during the preceding year.

2 Summary of Services Covered

This charter covers all services which are provided by Digital Services to all University of Worcester staff and affiliated members of the University.

Digital Services will:

- Ensure that University IT services are available for use when our users need them.
- Protect the University's electronic data, by keeping it secure and safe from unauthorised access.
- Ensure that preventative maintenance activities are performed to keep services running efficiently.
- Ensure that centralised hardware, systems, and software applications remain current and of supported versions.
- Provide solutions that enable our users to access IT systems in a flexible and secure manner.
- Work with our colleagues to develop solutions that add value to the University's core business functions.
- Provide help, advice, and support in the use of all centrally maintained IT services.

For specialised services not defined in this document, Digital Services will, in mutual agreement with the relevant department or school, create an Operating Model to formalise any additional bespoke support as required.

A list of currently active Operating Models is available on request, and new agreements can be drawn up at any time as required.

3 Our Responsibilities

To ensure that we meet the needs of University staff, Digital Services will:

- ✓ Provide the services and support as defined in this document.
- ✓ Operate in an environment of mutual respect; Digital Services will always deal with questions and queries in a professional and courteous manner.
- ✓ Deal with requests in a consistent and fair manner.
- ✓ Communicate honestly and openly with staff about the progress of their requests.
- ✓ Provide notice of any pre-planned maintenance activities which will affect service availability. These will be communicated via Digital Services Status Pages or via specifically targeted communications when appropriate.
- ✓ Provide regular (monthly) reports on our performance and feedback to provide a clear picture of the value we provide to the University. This will be accessible from the Digital Services Website.
- ✓ Ensure that we engage with University staff using our feedback tools, surveys, regular catchups with schools and departments, attending course committees etc to identify and continue to meet the expectations of our user base wherever feasible, improving upon these as they evolve.

4 Our Expectations from Staff

To fulfil our responsibilities, we ask all staff to:

- ✓ Treat Digital Services staff in a courteous and professional manner.
- ✓ Adhere to all University IT Policies which can be found on the Digital Services website.
- ✓ Provide us with timely and good quality information with which to act upon service requests when required.
- ✓ Report any suspected IT security or data breaches immediately.

- ✓ Provide notice of any activity that is likely to affect our ability to provide or support our services.

5 Affiliates and Partners

Please note that University Affiliates and Partners (including honorary roles) do not receive access to all the services and support provisions available to those with full University staff accounts that are described in this document.

Notably, they are not able to procure or be supplied with IT equipment by the University as standard. They will also have limited access to the use of University online services and software applications. Additionally, any personal devices utilised to fulfil these roles are not supported by Digital Services beyond providing access to Microsoft 365 online and the eduroam wireless network.

6 Logging Incidents, Service Requests and Changes

For the purposes of obtaining IT support for the services covered in this charter, whether logging incidents, raising changes, or placing service requests, the **IT Service Desk** is the appropriate mechanism to do this.

The IT Service Desk can be contacted in the following ways:

- 24/7 via the Self-Service Portal via <https://universityofworchester.sysaidit.com/>
- via telephone support on 01905 85 7500. Telephone support is available during core working hours which are: Monday – Friday, 08:30 – 21:00 as well as on Saturdays, Sundays and Bank Holidays 08:00 - 21:00
- via the live chat service available from www.worc.ac.uk/it
- In person via walk up desk in the Peirson Study & Guidance Centre, 1st floor, St Johns Campus between Monday – Friday 09:00-17:00.

Those contacting the IT Service Desk will be asked to provide basic details of their problem or query, including how it affects them and their area. They may also be asked for details of the system or equipment they were working on at the time including error messages displayed, and so should have this information to hand.

A **support ticket** will then be raised in relation to an enquiry. When a support ticket has been verified and assigned to an Digital Services team or individual staff member, an email confirmation will be sent with a **unique reference number**, which should be quoted in all further correspondence.

6.1 Definitions

Support tickets can be raised for 3 broad categories of enquiry:

An **Incident** is an unplanned interruption to an IT service or reduction in the quality of an IT service.

A **Request** for information, advice or for access to an IT service. The nature, type and complexity of a request will define how it is handled within Digital Services.

A **Change Request** is raised when a change is required to an IT service or system. Changes are typically raised internally by members of the Digital Services Management Team or occasionally through dedicated technical stakeholders or system owners in professional service departments.

6.2 Out Of Hours Events Support

If staff need events support beyond core support hours, they should contact the IT Service Desk or raise a service request. Please provide as much notice as possible to increase the likelihood of resource being available for the necessary cover which will be provided on a best endeavour basis only and is not guaranteed.

Please also note that the school or department requesting out of hours events support may be requested to provide funding to cover additional staffing costs depending on the nature of the request.

7 IT Support Response times

Digital Services will respond to incidents and service requests by prioritising their severity. Calls are ranked by **five** priority levels as follows:

Priority Level	Description	Response Time
Specialist Priorities		
Priority T	Teaching unable to function effectively due to an audio-visual or IT issue.	A response time of <u>15 minutes</u> is set for this priority status.
Standard Priorities		
Priority 1	A serious operational shutdown, where the organisation is unable to function.	A response time of <u>15 minutes</u> is set for this priority status.
Priority 2	A limited operational shutdown, where some of the organisation is unable to function.	A response time of <u>2 – 5 hours</u> is set for this priority status.
Priority 3	The organisations core business is unaffected, but the issue is affecting the efficient function of one or more people.	A response time of <u>5 – 10 hours</u> is set for this priority status.
Priority 4	Routine requests.	A response time of <u>10 – 25 hours</u> is set for this priority status.
Note that our response times will apply during core support hours which are 09:00-17:00 Monday to Friday.		

7.1 Staff Impact ratings

When raising a support ticket using the Self-Service portal, staff can also choose to informally share what they feel the priority of the call is, based on the impact on their ability to work which will assist Digital Services in determining priority for some types of calls.

These ratings are:

- “I’m really stuck - help!”
- “I’m ok but it is really irritating.”
- “Get to it when you can.”

8 Maintenance

8.1 Planned Maintenance

Digital Services conducts planned maintenance operations on defined maintenance days which take place during one calendar weekend per month. During these periods Digital Services performs updates and security patches to the University’s IT infrastructure and therefore all services should be considered “at risk” of minor disruption whilst this work takes place.

Key stakeholders will also be communicated with directly if routine maintenance day operations or those arising from ratified IT Change Requests will disrupt or otherwise affect their services.

Maintenance days may occasionally be postponed due to change freezes ratified by the Digital Services Change Advisory Board (CAB).

Maintenance works likely to result in disruption that fall outside these days will be listed on the IT Status Page which can be found on the Digital Services web pages (www.worc.ac.uk/it). Colleagues are recommended to sign-up to receive updates from the status page using the option listed at the top of the page.

Digital Services will always endeavour to ensure that planned maintenance operations do not disrupt University events providing the factors affecting such maintenance are within our control and not that of a 3rd party.

8.2 Emergency Maintenance

Occasionally there is a need to carry out urgent maintenance to mitigate a critical risk or issue. When this happens, unless immediate action is deemed necessary, Digital Services will endeavour to consult with the relevant key stakeholders to verify the reasoning for emergency action and to agree the maintenance window as appropriate.

Typically, an Emergency Change Request will also be raised for review at the next IT CAB meeting.

Unplanned outages or degraded performance of IT services will be listed on the Digital Services IT Status Page as they emerge. When the issue is resolved and an Incident report will be prepared and shared with Key stakeholders.

9 IT Equipment

It is the responsibility of all University staff to take reasonable precautions to ensure that equipment assigned to them is kept in good condition, and to report any faults or damage to Digital Services immediately. Attempts to modify equipment or remove components from the equipment provided by Digital Services is strictly prohibited and may result in delays to the support timescales described in this document.

9.1 Equipment Relocations

Digital Services can disconnect and reconnect IT equipment involved in relocations. Those requiring equipment relocation should arrange for Digital Services to disconnect the equipment prior to arranging transport via Campus Services to its new location. Reconnection and installation should also be arranged as needed.

Please note that it is strongly recommended that any new location is assessed prior to placing a request to ensure it has the requisite active power and network ports needed to operate the equipment once it is moved.

10 Procurement of IT Goods and services

Digital Services is responsible for centralised purchasing and funding all IT related goods and services. Please refer to the IT Hardware, Software and Telephony policies for exemptions and request processes.

11 Managing 3rd Party Suppliers

Digital Services is responsible for managing the day-to-day delivery of IT services provided by 3rd parties to the University.

Supplier performance is monitored against agreed 3rd party Service Level Agreements and service review meetings are held regularly with all key suppliers.

Where supplier performance does not reach the required standard, Digital Services will work with them to improve this.

12 Business Continuity & Disaster Recovery

In the event of a disaster and the University business continuity plan being invoked, the service standards contained within this document may no longer apply for the duration of the outage/incident.

13 The Digital Services Website

Digital Services has a University website that fulfils key functions in relation to this charter. It hosts and provides convenient access to the following features and information:

- ✓ University IT Policies and regulations documents
- ✓ The IT Service Desk Portal to log incidents and service requests
- ✓ The IT Service Desk Live chat feature
- ✓ Our Ask Toby A.I chatbot
- ✓ The IT Service Status Page
- ✓ FAQs and help guides for self-support
- ✓ The IT Training Resources portal

The site is regularly updated and can be found in the services section of the main staff homepage or directly from www.worc.ac.uk/it. Due to the ever-changing nature of our services, we ask that when staff wish to link content to resources on the Digital Services website that they do so by only linking to the sites landing page to prevent the risk of accessing out of date or broken links.

14 IT Security

There are certain security and access considerations that affect how we provide services which are covered in this section.

14.1 Authorised Approvers & Purchasers

Some types of service request require an authorised administrator or purchaser to place them. This includes access to specific University systems or the ability to request the procurement of IT equipment, software, or services. It is not always possible for Digital Services to grant access depending on whether a system is administered by another department, but we will be able to advise the correct route for access.

Authorised Administrators/Purchasers are typically senior members of a school or departments management structure or part of Professional Administrative Services (PAS). Any member of staff can inquire who a school or departments authorised administrators/purchasers are by contacting the IT Service Desk, but only the administrators themselves or a member of the University Executive can make changes to who is listed for this.

These staff are also responsible for notifying the IT Service Desk to pass over the responsibility before they leave the University or change post. It is also recommended that schools and departments list backup staff should the primary contact be unavailable.

14.2 Your Security Responsibilities

University Staff are expected to comply with the University's Information Security Policy and IT Regulations. They should also diligently report data breaches, compromised accounts, or any other suspicious activity.

New staff must ensure they attend an IT Induction (which can be arranged by their line manager) and all staff should complete any mandatory training packages requested by Human Resources relating to information and cyber security.

14.3 Security and Anti-virus Patching

Digital Services ensures that all critical operating system and application patches are applied to servers and desktop/laptop computers.

15 Backup and Recovery

15.1 Servers and databases

Digital Services is also responsible for ensuring the University servers and databases holding data onsite are robustly secured and backed-up to prevent data loss and also has agreements for 3rd parties to ensure this where data is held in the cloud.

15.2 File storage

Digital Services provides services that allow staff to store files they are working on via a variety of University sanctioned services be that via OneDrive, SharePoint, Teams or the O: Drive. The following table provides information on file retention for each area:

OneDrive for Business, SharePoint & Teams.	When a file is deleted it will go into the recycle bin for 90 days and can be restored if required. After 90 days the file will be permanently deleted and cannot be recovered. By default, OneDrive, SharePoint and Teams will keep previous versions of a file, files can be restored from any previous version for a minimum of up to 30 days.
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O: Drive

Files and folders deleted from the O drive do not go into a recycle bin, but they can be restored from a previous version. Two daily snapshots are taken and retained for 30 days – files can be restored from any of these snapshots.

Additionally, IT retain archive backups of the O drive for up to 1 year – if an item was deleted beyond the 30-day period it is possible that IT will be able to recover it, but this is not guaranteed.

Please consult the University's policies for individual services regarding the deletion of storage when staff leave the University.

15.3 Email

Emails in the deleted items folder will be automatically deleted after 14 days, they will then be available for recovery for a further 90 days after which they cannot be recovered.

15.4 Local storage

Data held locally on computing devices is not backed up. It is the responsibility of every member of staff to see that copies of important data are maintained via the University's sanctioned storage provisions (see section 15.2).

16 Performance & Feedback

Digital Services publishes our monthly reports on the Digital Services website for full transparency.

Staff and students have the option to rate their experience of using the IT Service Desk and provide written feedback. All feedback is reviewed monthly.

In addition to this, general feedback for any part of our work outside of the service desk itself can be raised on the Digital Services website from our feedback tool. If preferred this can be done so anonymously.

16.1 Complaints Procedure

Digital Services has a defined guidance for making and escalating complaints which can be found on the Digital Services website. It is always our intention to resolve any complaint to the user's satisfaction as soon as possible at the point of contact. Should staff not be happy with this first response, they can escalate their complaint as per the guidance.