



# High risk portable devices

[FG005]

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## 1. Objective

The purpose of this guideline is to provide clear direction on how University of Cape Town laptops and other high-risk portable devices and equipment (such as mobile phones, tablets, cameras, telescopes, and musical instruments) that are allocated to staff or students for official business, academic, research, or teaching purposes must be transported, stored, and safeguarded.

These guidelines aim to reduce the risk of theft, loss, or damage; ensure compliance with insurance policy requirements; and promote responsible asset management. They outline the minimum-security measures and precautions that must be implemented when such equipment is in transit, in use on campus or off campus, or stored in offices, residences, or vehicles.

## 2. Context

All laptops and high-risk portable devices and equipment purchased using University of Cape Town funds remain the property of the University.

Laptops and high-risk portable devices and equipment are insured while on and off UCT premises, subject to compliance with the applicable insurance policy terms, conditions, and security requirements.



*Where a loss has been reported, a minimum excess of R 30,000 is payable by the department concerned.*

## 3. Scope

All laptops and other high risk portable devices and equipment that have been purchased with UCT funds, including Research and Non-General Operating Budget (Non-GOB) funds.

## 4. Guidelines

It is the responsibility of the Faculty/PASS finance manager to ensure that processes and procedures are in place, and communicated, for the issuing and returning of laptops and high-risk portable devices and equipment in their area.

Whilst UCT accepts that the use of laptops and high-risk portable devices and equipment come with an inherent risk of the device/equipment being lost or stolen, it must also be accepted that each member of staff, who is issued with such a device/equipment, is responsible for its safekeeping, as well as any data contained thereon.

Where a loss is due to negligence/gross negligence of a staff, the loss may be recovered by the staff.

It is therefore recommended that the following minimum standards of due care and use are adhered to:

#### 4.1 General

- When in a vehicle, store the laptop and other high risk portable devices/equipment by locking it away in the boot and out of sight.
- Proof of forced entry is required where items are stolen from a boot of a locked vehicle. This includes pictures of the damage and quotation/invoices for repairs of the damaged vehicle.
- No claims will be accepted in instances where the use of an electronic jamming device is suspected. It is the responsibility of all staff to ensure that the vehicle in which the laptop/portable devices are stored is safely locked. The laptop/devices must be locked in the boot, out of sight and you must ensure that the boot is physically locked. You are required to visually and audibly verify that your vehicle is locked by watching the locking mechanism engage and listening for the confirmation sound. In instances where the remote signal has been jammed, the standard locking confirmation sound will not activate. As a precautionary measure, you must physically test the door handle to verify that the vehicle is properly locked before leaving it unattended.
- Staff are advised not to place any laptops or electronic devices in the front or back seat of their vehicles. Also, staff using bakkies/certain types of SUVs which provide no adequate cover, must carry their laptops rather than leave them unattended in the vehicles. Also, do not leave a laptop or other high risk portable devices/equipment locked in the boot of your vehicle for longer than is necessary.
- At home, ensure that these items are not left lying around and, if necessary, are locked away in a secure place when you are not there.
- When visiting clients or other offices, ensure these high-risk items are not left unattended.
- In hotels/guesthouses, make use of safe facilities if and where possible.

## 4.2 UCT laptops Safety

- Laptops should be taken home at night; and if left in the office, they should either be secured to a desk or locked away.
- It is important that all UCT data is backed up regularly. Refer to ICTS website for guidance or log a call with the helpdesk. The loss of corporate data is likely to pose a greater loss to UCT than the laptop itself.

## 5. Reporting of UCT Property Losses and Theft

Where the property of the UCT is affected i.e. where an item went missing on campus, it is the responsibility of the staff member to report such an incident to Campus Protection Services (CPS) and UCT Investigations Unit via [investigation@uct.ac.za](mailto:investigation@uct.ac.za) for all incidents on and off campus as well as outside of South Africa. All losses must be reported within 24 hours of the incident being discovered.

In all cases of theft involving UCT property, the staff member is required to report the matter to the South African Police Service (SAPS) immediately. The SAPS case details must also be shared with CPS and Investigations Unit to enable follow-up on the progress of the case, potential recoveries, and outcomes. In addition, the matter must be reported to the Insurance office in accordance with UCT's standard insurance claims procedures.

## 6. Related policies and guidelines

- Funds deposited with or held by UCT [\[GEN001\]](#)
- Insurance Documentation [\[FG001\]](#)

## 7. Contact

The Insurance Office must be contacted when more information or clarity is required.

### Contact Information

- For all insurance-related matters, queries, and the submission of new claims:  
FND Communications [fnd-ins-comm@uct.ac.za](mailto:fnd-ins-comm@uct.ac.za)
- For travel-related insurance matters only:  
FND Insurance Communications [fnd-insurance@uct.ac.za](mailto:fnd-insurance@uct.ac.za)