



# **Policy Document**

## **GCSx Acceptable Usage Policy and Personal Commitment Statement**

[23/08/2011]

### Document Control

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### Revision History

Revision Date	Revisor	Previous Version	Description of Revision

### Document Approvals

This document requires the following approvals:

Sponsor Approval	Name	Date
Head of Business Transformation	Deborah Poole	23 <sup>rd</sup> August 2011

### Document Distribution

This document will be distributed to:

Name	Job Title	Email Address

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## 1 Policy Statement

It is Redditch Borough Council policy that all users of GCSx understand and comply with corporate commitments and information security measures associated with GCSx.

## 2 Purpose

GCSx stands for Government Connect Secure Extranet. It is a secure private Wide-Area Network (WAN) which enables secure interactions between connected Local Authorities and organisations that sit on the pan-government secure network infrastructure.

Some Council staff will be required to have access to the facilities operated on this network in order for them to carry out their business. This may include staff having access to a secure email facility. All staff requiring access to the GCSx network in any way will be required to read and understand this Acceptable Usage Policy (AUP) and sign the Personal Commitment Statement.

This policy and statement does not replace the Council's existing acceptable usage, or any other, policies. It is a supplement to them.

## 3 Scope

All users of the GCSx connection must be aware of the commitments and security measures surrounding the use of this network. This policy must be adhered to by all Councillors, Committees, Departments, Partners, Employees of the Council, contractual third parties and agents of the Council using the GCSx facilities.

## 4 Definition

This policy must be adhered to at all times when accessing GCSx facilities.

## 5 Risks

Redditch Borough Council recognises that there are risks associated with users accessing and handling information in order to conduct official Council business.

This policy aims to mitigate the following risks:

- The non-reporting of information security incidents, inadequate destruction of data, the loss of direct control of user access to information systems and facilities etc.

Non-compliance with this policy could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide necessary services to our customers.

## 6 GCSx Acceptable Usage Policy

Each GCSx user must read, understand and sign to verify they have read and accepted this policy.

- I understand and agree to comply with the security rules of my organisation.

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For the avoidance of doubt, the security rules relating to secure e-mail and information systems usage include:

1. I acknowledge that my use of the GCSx may be monitored and/or recorded for lawful purposes.
2. I agree to be responsible for any use by me of the GCSx using my unique user credentials (user ID and password, access token or other mechanism as provided) and e-mail address; and,
3. will not use a colleague's credentials to access the GCSx and will equally ensure that my credentials are not shared and are protected against misuse; and,
4. will protect such credentials at least to the same level of secrecy as the information they may be used to access, (in particular, I will not write down or share my password other than for the purposes of placing a secured copy in a secure location at my employer's premises); and,
5. will not attempt to access any computer system that I have not been given explicit permission to access; and,
6. will not attempt to access the GCSx other than from IT equipment and systems and locations which have been explicitly authorised to use for this purpose; and,
7. will not transmit information via the GCSx that I know, suspect or have been advised is of a higher level of sensitivity than my GCSx domain is designed to carry; and,
8. will not transmit information via the GCSx that I know or suspect to be unacceptable within the context and purpose for which it is being communicated; and,
9. will not make false claims or denials relating to my use of the GCSx (e.g. falsely denying that an e-mail had been sent or received); and,
10. will protect any sensitive or not protectively marked material sent, received, stored or processed by me via the GCSx to the same level as I would paper copies of similar material; and,
11. will appropriately label, using the HMG Security Policy Framework (SPF), information up to RESTRICTED sent via the GCSx; and,
12. will not send PROTECT or RESTRICTED information over public networks such as the Internet; and,
13. will always check that the recipients of e-mail messages are correct so that potentially sensitive or PROTECT or RESTRICTED information is not accidentally released into the public domain; and,
14. will not auto-forward email from my GCSx account to any other non-GCSx email account; and,
15. will not forward or disclose any sensitive or PROTECT or RESTRICTED material received via the GCSx unless the recipient(s) can be trusted to handle the material securely according to its sensitivity and forwarding is via a suitably secure communication channel; and,

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16. will seek to prevent inadvertent disclosure of sensitive or PROTECT or RESTRICTED information by avoiding being overlooked when working, by taking care when printing information received via GCSx (e.g. by using printers in secure locations or collecting printouts immediately they are printed, checking that there is no interleaving of printouts, etc) and by carefully checking the distribution list for any material to be transmitted; and,
17. will securely store or destroy any printed material; and,
18. will not leave my computer unattended in such a state as to risk unauthorised disclosure of information sent or received via GCSx (this will be in accordance with the Computer, Telephone and Desk Use Policy - e.g. logging-off from the computer, activate a password-protected screensaver etc, so as to require a user logon for activation); and,
19. where ICT Services has implemented other measures to protect unauthorised viewing of information displayed on IT systems (such as an inactivity timeout that causes the screen to be blanked requiring a user logon for reactivation), then I will not attempt to disable such protection; and,
20. will make myself familiar with the Council's security policies, procedures and any special instructions that relate to GCSx; and,
21. will inform my manager immediately if I detect, suspect or witness an incident that may be a breach of security Information Security Incident Management Policy; and,
22. will not attempt to bypass or subvert system security controls or to use them for any purpose other than that intended; and,
23. will not remove equipment or information from council premises without appropriate approval; and,
24. will take precautions to protect all computer media and portable computers when carrying them outside my organisation's premises (e.g. leaving a laptop unattended or on display in a car such that it would encourage an opportunist theft) in accordance with the Council's Remote Working Policy; and,
25. will not introduce viruses, Trojan horses or other malware into the system or GCSx; and,
26. will not disable anti-virus protection provided at my computer; and,
27. will comply with the Data Protection Act 1998 and any other legal, statutory or contractual obligations that the Council informs me are relevant (please refer to the Legal Responsibilities Policy); and,
28. if I am about to leave the Council, I will inform my manager prior to departure of any important information held in my account and manage my account in accordance with the Council's email and records management policy.

Document Date:	
Name of User:	

Position:	
Department:	
User Access Request Approved by:	
User Access Request Approved by:	
Username Allocated	
Email Address Allocated:	
User Access Request Processed:	

**7 GCSx Personal Commitment Statement**

I, [ \_\_\_\_\_ ], accept that I have been granted the access rights to GCSx. I understand and accept the rights which have been granted, I understand the business reasons for these access rights, and I understand that breach of them, and specifically any attempt to access services or assets that I am not authorised to access, may lead to disciplinary action and specific sanctions. I also accept and will abide by this policy, personal commitment statement, and all other ICT policies. I understand that failure to comply with this agreement, or the commission of any information security breaches, may lead to the invocation of the Council’s disciplinary policy.

Signature of User: .....

A copy of this agreement is to be retained by the member of staff and Human Resources.

**8 Policy Compliance**

If any user is found to have breached this policy, they may be subject to Redditch Borough Council’s disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

If you do not understand the implications of this policy or how it may apply to you, seek advice from your line manager or ICT.

**9 Policy Governance**

## GCSx Acceptable Usage Policy and Personal Commitment Statement

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The following table identifies who within Redditch Borough Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and implementing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation or amendment.
- **Informed** – the person(s) or groups to be informed after policy implementation or amendment.

<b>Responsible</b>	ICT Transformation Manager
<b>Accountable</b>	Head of Business Transformation
<b>Consulted</b>	Corporate Management Team
<b>Informed</b>	All Council Employees, All Temporary Staff, All Contractors etc

### 10 Review and Revision

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months.

Policy review will be undertaken by the ICT Transformation Manager.

### 11 References

The following Redditch Borough Council policy documents are directly relevant to this policy, and are referenced within this document.

- Computer, Telephone and Desk Use Policy.
- Remote Working Policy.
- Legal Responsibilities Policy.

The following Redditch Borough Council policy documents are indirectly relevant to this policy:

- Email Policy
- Internet Acceptable Usage Policy.
- Software Policy.
- IT Access Policy.
- Removable Media Policy.
- Information Protection Policy.
- Human Resources Information Security Standards.
- Information Security Incident Management Policy.
- Communications and Operation Management Policy.
- IT Infrastructure Policy.