**Request for access to LBB Extranet Form**

**Introduction**

The London Borough of Bromley Extranet exists to allow the Council and partner organisations to share business information. It is available to any authorised user with an internet connected computer (including smartphones and tablet PCs) and consists of a number of private websites each relating to a particular business discipline. Each site is ‘owned’ by a specific LBB Officer who is also responsible for approving requests for access.

To get access to the Extranet you must complete all the forms below, taking particular care to read and understand the Acceptable Use Policy, and then submit your application to the appropriate site owner. On approval you will be supplied with a username and temporary password by the LBB Information Systems Division. Your Extranet access will be reviewed every six months by the site owner.

LBB will take all reasonable steps to ensure that the Extranet is available 24 hrs a day, 7 days per week. However, the Council is not responsible for any connection issues relating to your own equipment or that of any other third party including Internet Service Providers and other telecommunications companies.

Essential maintenance may also cause temporary interruptions to service and if you anticipate a critical need for access at a specific time, you are strongly advised to confirm with the site owner in advance.

**Data Protection**

To assure good governance, an Information Sharing Protocol must be agreed and signed between The London Borough of Bromley and your organisation or (in the case of individuals acting on your own behalf) yourself. LBB has a template agreement that can be used if required.

The Extranet has been designed to be easy to use and does not incorporate the complex security features that are appropriate for highly sensitive information. You use the Extranet entirely at your own risk and should carefully consider any relevant business, legal, or compliance standards before sharing any information. Please note carefully that the Extranet is emphatically not recommended for the sharing of highly sensitive data.

The London Borough of Bromley does not warrant or guarantee the confidentiality, integrity or availability of any information uploaded to any LBB Extranet site, nor accept any liability for damage or loss arising from the use of the Extranet.

**Acceptable Use Policy**

I/We agree to abide by the following acceptable use standards at all times, whether connected to an LBB extranet Site or when processing data downloaded from an LBB Extranet site.

1. I/We understand that access to the LBB Extranet is at the discretion of the LBB site owner, subject to LBBs policies and procedures and that I/We have no right of approval or veto over access to LBB Extranet sites.
2. I/We understand that downloading data from the LBB Extranet confers no additional rights of ownership, use, or processing. Downloaded data remains the property of the owner as defined by statue or contract, and the data continues to be subject to the Data Protection Act 1998.
3. I/We will ensure that information from the Extranet is not left on display when unattended (on screen or on printed copy) and will not share information from the Extranet with any unauthorised persons (including those within my/our organisation) or third parties.
4. I/We will not leave an internet session connected to the LBB Extranet when not in use. I/We will ensure that a password controlled screen saver is used to lock unattended screens or after 5 minutes of inactivity.
5. I/We will ensure that LBB Extranet logins are only used by the specific named individual to whom they were originally provided. Other members of staff, associates, family or friends will not be permitted to access any LBB Extranet site for any reason whatsoever.
6. I/We will ensure that authentication credentials (including login ID, password) are always protected, never shared, and never written down (NB. It is perfectly acceptable to write down clues or reminders to passwords, as long as the reminder can only be understood by the user).
7. I/We will only use the personally named logins and passwords provided to me/us and will not under any circumstances use the login and/or password of another person even if asked by them.
8. I/We will not store information from the LBB Extranet on portable media or home/office computer disk drives except for specific and agreed business purposes and only when protected by industry standard encryption.
9. I/We confirm that all connections will be made from “hard-wired” devices, or secured (not public) wi-fi or mobile broadband connections.
10. I/We will not access the LBB Extranet from a computer that is shared by members of the public such as an internet café.
11. I/We will not use a company/private computer to access the LBB Extranet when in a public space such as a café, park or street.
12. I/We will ensure that office and personal PC’s used to access the LBB Extranet are kept up to date with the latest security fixes and anti-virus software.
13. I/We understand that equipment and telecommunications services not owned or provided by the Council will not be supported by the Council or its contractors in the event of a fault or other issue.
14. I/We understand that the LBB Extranet is not to be used for the sharing of highly sensitive information and that any information I/We upload to an Extranet site is at My/Our own risk.
15. I/We will not under any circumstances upload information to the LBB Extranet that could be classified by any of the following definitions:
    1. Personal or Sensitive Personal Data as defined by the Data Protection Act 1998, except as required by legitimate business purposes and subject to the principles of the act.
    2. Information about 100 or more identifiable individuals, other than information sourced from the public domain.
    3. Details of; spousal, sexual, racial or similar abuse, the investigation or prosecution of a crime, the apprehension of an offender, or any threat of significant harm to an identifiable individual or group.
    4. Borough or wider civil contingency plans or information obtained in relation to anti terrorist activity and/or planning but excluding general emergency plans or strategies
    5. Commercially sensitive documents where the release of the information could significantly prejudice any party or cause reputational, financial or operational damage to any business concern.
    6. Configuration details relating to the controls of IT networks &/or network defences that may facilitate further attack
    7. Data classified as or protectively marked RESTRICTED (IL3) under the UK Government’s Business Impact Level Tables.
16. I/We will inform LBB immediately when any rights of access to the LBB Extranet are no longer required whether due to change of role or ending of employment. I/We will never permit the login and password details of one user to be ‘passed on’ to another person.
17. I/We understand that any perceived abuse of the system may result in all access rights to the LBB Extranet being suspended.

**Declaration**

I/We request remote access into the Council’s extranet for the purpose of sharing business information.

I/We confirm that an Information Sharing Protocol has been agreed and signed between myself/my organisation and the London Borough of Bromley.

I/We agree to abide by the Acceptable Use Policy as laid out above and that this applies at all times and in all places when processing data made available via an LBB Extranet site.

I specifically commit to the following core principles:

1. I will keep my login credentials secure at all times and will under no circumstances allow my user name and password to be known or used by any other person.

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| --- | --- |
| Please initial here to agree |  |

1. I will not upload data of a sensitivity likely to:
   1. Cause distress to any individual or group or people.
   2. Damage any parties legitimate business activity.
   3. Contravene UK Law or recognised compliance standards.

|  |  |
| --- | --- |
| Please initial here to agree |  |

1. I will not allow data from the LBB Extranet to be viewed, shared or used by any 3rd party without taking reasonable steps to confirm that they have been authorised to do so by the data owner.

|  |  |
| --- | --- |
| Please initial here to agree |  |

1. I will take all reasonable steps to ensure that any company or private computer that I use to access the extranet has appropriate and up to date, firewall and anti-virus software.

|  |  |
| --- | --- |
| Please initial here to agree |  |

**Personal details**

|  |  |
| --- | --- |
| A. To be completed by Requestor (Block capitals where marked \*) | |
| Name \* |  |
| Organisation \* |  |
| Position \* |  |
| Office Tel No. |  |
| Contactable E-mail |  |
| Site to which access is requested |  |
| Level of access requested. |  |
| Reason for request |  |
| Signed |  |
| Date |  |

|  |  |
| --- | --- |
| B. To be completed by the appropriate Extranet Site Owner | |
| Site Owners Name \* |  |
| Department |  |
| Position |  |
| Signed |  |
| Date |  |