

# **Barnet Council Public Services Network (PSN)**

## **Acceptable Use Statement**

**This form must be signed by the employee before a GCSx mailbox is created for their use.**

**I understand and agree to comply with the information security rules for the use of PSN secure services supplied by Barnet Council.**

**(These rules are in addition to any other information management policies in force at Barnet Council at any time.)**

**The security rules relating to PSN usage include:**

- I acknowledge that my use of the PSN may be monitored and/or recorded for lawful purposes;
- I agree to be responsible for any use by me of the PSN using my unique user credentials (user ID and password, access token or other mechanism as provided) and email address;
- I will not use a colleague's credentials to access the PSN and will equally ensure that my credentials are not shared and are protected against misuse;
- I will protect such credentials at least to the same level of Protective Marking 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);
- I will not attempt to access the PSN other than from IT systems and locations which I have been explicitly authorised to use for this purpose;
- I will not transmit information via the PSN that I know, suspect or have been advised is of a higher level of sensitivity than my PSN domain is designed to carry;
- I will not transmit information via the PSN that I know or suspect to be unacceptable within the context and purpose for which it is being communicated;
- I will not make false claims or denials relating to my use of the PSN (e.g. falsely denying that an email had been sent or received);
- I will protect any material, whatever the sensitivity or protective marking, sent, received, stored or processed by me via the PSN to the same level as I would paper copies of similar material;
- I will not send information marked RESTRICTED or above over public networks such as the internet unless approved encryption has been applied to it;
- I will always check that the recipients of email messages are correct so that potentially sensitive or protectively marked information is not accidentally released into the public domain;
- I will not auto-forward email from my PSN account to any non-PSN email account;
- I will not forward or disclose any sensitive or protectively marked material received via the PSN 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;

- I will seek to prevent inadvertent disclosure of sensitive or protectively marked information by avoiding being overlooked when working, by taking care when printing information received via the PSN (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
- I will securely store or destroy any PSN printed material;
- I will not leave my computer unattended in such a state as to risk unauthorised disclosure of information sent or received via the PSN (this might be by closing the email program, logging-off from the computer, activating a password-protected screensaver, etc., so as to require a user logon for activation); and
- Where Barnet Council has implemented other measures to prevent unauthorised viewing of information displayed on IT systems (such as an inactivity timeout that causes the screen to be blanked or to display a screensaver or similar, requiring a user logon for reactivation), then I will not attempt to disable such protection;
- I will not knowingly introduce viruses, Trojan horses or other malware into the system or PSN;
- I will comply with the Data Protection Act 1998 and any other legal, statutory or contractual obligations that my employer informs me are relevant; and
- [For a member of staff] If I am about to leave Barnet Council's employment, I will inform my manager prior to departure of any important information held in my account.
- [For a Member of the Council] I will inform the Head of Governance of my intention to resign from office who will authorise the closure of my account.

I accept the above terms and conditions of use for the PSN

**Signature**

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**Print Name**

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**Service Area**

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**Date**

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