1. Name:

Position:

Department:

Access rights: Guest, Trustee, Individual, Supervisor, Administrator (Delete as appropriate) and levels of confidentiality the user is entitled to access.

User access request originated by: Date

User access request approved by: Date

User acceptance of access rights and responsibilities as set out in this agreement:

Signed and agreed by staff member: Date

**User access name allocated:**

**E-mail address allocated:**

**Data storage file allocated:**

**User access request processed by:** Date

* 1. I,  *,* accept that I have been granted the access rights defined in this agreement to those organisational information assets also identified in this agreement. 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 Retirement Capital’s Internet Acceptable Use Policy ([ISMS-C DOC 8.1.3](../Control%20A8%20-%20asset%20management/ISMS-C_DOC_8.1.3.docx)), its e-mail policy ([ISMS-C DOC 8.1.3a](../Control%20A8%20-%20asset%20management/ISMS-C_DOC_8.1.3a.docx)) and its Reporting Information Security Weakness and Event policy ([ISMS-C DOC 16.1.2.3](../Control%20A16%20-%20information%20security%20incident%20management/ISMS-C_DOC_16.1.2-3.docx)). I understand that failure to comply with this agreement, or the commission of any information security breaches, may lead to the invocation of Retirement Capital’s disciplinary policy.
  2. I acknowledge that I have received adequate training in all aspects of my use of Retirement Capital’s systems and of my responsibilities under this agreement.

1. **Passwords**
   1. My username and password will be issued in line with Retirement Capital’s procedure for authorising and issuing them.
   2. I will change my initial temporary password at first logon.
   3. I will select and use passwords that are at least 7 characters in length, are alpha-numeric, are not based on any easily guessable or memorable data such as names, dates of birth, telephone numbers etc., are not dictionary words and are free of consecutive identical all-numeric or all-alphabetic characters.
   4. I will keep my password secret and will not under any conditions divulge it to or share it with anyone, nor will I write it down and leave it anywhere that it can easily be found by someone else or record it anywhere without having obtained the specific authorisation of the Information Security Manager to do so.
   5. I will not store my password in any automated logon process, unless approved by the IT Manager and CISO (DIRECTOR).
   6. I will change my password at intervals as required by Retirement Capital, will not attempt to re-use passwords or use new passwords that are in a sequence, and will change my password more frequently if there is evidence of possible system or password compromise.
   7. I will not use the same password for organisational and personal use.
   8. Replacement passwords are administered as set out in [ISMS-C DOC 9.2.3](ISMS-C_DOC_9.2.3.docx); users must obtain the written permission of their Manager before a replacement password can be issued.
   9. Proximity tokens or other means of secondary authentication remain the property of the Company and must be returned upon request. Lost tokens should be reported to the IT Manager immediately.
2. **Clear desk policy, screen savers and information reproduction**
   1. I understand that I am required to ensure that no confidential or restricted information (in paper or removable storage media format) is left on my desk, in my environs, or left in or near reproduction equipment (photocopiers, fax machines, scanners) when I am not in attendance and will ensure that such information is secured in line with Retirement Capital s security requirements [[1]](#footnote-1)as set out in [ISMS-C DOC 8.2](../Control%20A8%20-%20asset%20management/ISMS-C_DOC_8.2.docx).
   2. I understand that I am required to ensure that no one is able to access my workstation when I am not in attendance and that I must have a password protected screensaver that operates within five minutes of no activity or which I activate when I leave the workstation unattended.
   3. I know that I am required to terminate active computer sessions when I have finished them and to log off (i.e. not simply turn off the computer screen) whenever I am finished working.
   4. I accept that I am not allowed to use personal storage media, MP3 players, digital cameras and mobile phones with photographic capability.
   5. I accept that I may only use Retirement Capital’s reproductive equipment (photocopiers, fax machines, scanners) for proper organisational purposes and that I will ensure that I will use facilities that are appropriate for the classification level of any information with which I am dealing.
3. **Software**
   1. I will ensure that no attempts are made to disable or over-ride any of Retirement Capital’s installed software, including anti-malware software, firewalls and automatic updating services.
   2. I accept that I may not download from the Internet or install on any organisational computer or other device any software of any sort for which Retirement Capital does not have a valid licence and that has not had the prior authorisation of the IT Manager. I recognise that this prohibition includes freeware, shareware, screensavers, toolbars and/or any other programs that might be available.
   3. I recognise that Retirement Capital’s requirements in respect of the use of Instant Messenger facilities is limited to the facilities provided by the Company (Google Suite, etc.) and will abide by it.
4. **Data control and legislation**
   1. I will obtain the written authorisation of the Data Protection Officer for the storage of any personal information (mine or anyone else’s) on Retirement Capital’s computer systems.
   2. I will ensure that I abide by any legal requirements in respect of my computer use, including privacy and data protection regulations.
   3. I agree that I will not take personal copies of any company or customer information.
5. **Backup and information classification**
   1. I acknowledge that I am responsible for ensuring that all information on my computer is correctly classified and labelled in line with the requirements of ISMS DOC 8.6. I will ensure that this requirement is complied with.
   2. I acknowledge that I am responsible for backing up information on my computer in line with the requirements of Control A.12 Operations Security / 12.3 Backup (See Information Security Manual)
   3. I understand that I am required to store all data on Google Drive or company server and that I may not store information on the hard drive of my computer.
6. **Maintenance**

* 1. I accept that I am responsible for the physical security of my workstation and will report any faults to the IT Manager immediately.

1. **Audit and security monitoring**

The Company uses Google Suite to manage its IT requirements, this has a facility to monitor and manager individual usage. The company reserves the right to monitor any or all data or information traffic on the company’s systems and network for reasons of compliance and to support legal obligations.

1. **Revocation and change of access rights**

Access rights may be changed from time to time to facilitate the company’s operation or to support changes in user requirements as a result of change in role. When the user leaves Retirement Capital, all access rights will be immediately revoked unless specifically authorised by the CISO (DIRECTOR).

***Document Owner and Approval***

The Information Security Manager is the owner of this user agreement template and is responsible for ensuring that it is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This user agreement template was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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|  |  |  |  |

**ANNEX TO THE USER AGREEMENT**

This annex contains details of notebook configurations, service connection and backup procedures that may change from time to time.

Portable or home use equipment issued:

**Laptop:**

Manufacturer:

Model:

Serial Number:

Operating System:

Applications or services:

**Desk phone:**

Manufacturer:

Model:

Serial Number:

**Mobile Phone:**

Manufacturer:

Model:

Serial Number:

Operating System:

Applications or services:

1. [↑](#footnote-ref-1)