

Transport for Greater Manchester Policy

IS Guest Policy

Warning:

Printed copies of this document are uncontrolled

Check issue number on Intranet before using.

Date Prepared:	31 st March 2019	Document Reference no.	IS Guest Policy Ref No. 012
Version No.	8.0	Prepared by:	Catherine Burke
Equality Impact Assessment	<u>Validation of Initial Screening</u> Equality Officer: Muhammad Karim	<u>Full Impact Assessment completed:</u> YES Validated by Equality Officer signature: Date:	
Authorisation Level required:	Executive Group/Director	Staff Applicable to: All Staff	
Authorised by:	Head of IS (Malcolm Lowe)	Implementation date: 31 st March 2019	
Date:	31 st March 2019	Annual review date: 31 st January 2020	

Table of Contents

.....	0
Table of Contents	1
1 Policy Aims.....	2
2 Policy Scope	2
3 Policy Delivery	2
4 Accountability.....	2
5 Policy Monitoring/ Compliance.....	2
6 Guest Policy.....	3
6.1 Granting Guest Access.....	3
6.2 Code of Conduct Acceptance.....	3
6.3 Approval	3
7 Account Use.....	3
8 Security of Guest Machines	4
9 Guest Access Infrastructure Requirements	4
10 Restrictions on Guest Access	4
11 Monitoring of Guest Access	4
12 Enforcement	4
13 Definitions	4

1 Policy Aims

TfGM may wish to provide network access as a courtesy to guests wishing to access the Internet, or by necessity to visitors with a business need to access TfGM's resources. This policy outlines the procedures for securing guest access.

2 Policy Scope

- Guest access to TfGM's network is often necessary for customers, consultants, or vendors who are visiting the TfGM's offices. This can be simply in the form of outbound Internet access, or the guest may require access to specific resources on the network. Guest access to TfGM's network must be tightly controlled.
- The scope of this policy includes any visitor to TfGM wishing to access the network or Internet through the TfGM infrastructure, and covers both wired and wireless connections. This scope excludes guests accessing wireless broadband accounts directly through a cellular carrier or third party where the traffic does not traverse TfGM network.

3 Policy Delivery

This policy will be delivered to all staff by internal communication and will be situated on the TfGM Intranet.

4 Accountability

- Responsible to the Board: Head of IS
- Compliance: IS Staff
- Awareness: All

5 Policy Monitoring/ Compliance

- a) This policy will be enforced by the Executive.

- b) Information including logon dates, times, usage duration and device identity will be logged and maybe used for monitoring purposes, and disciplinary proceedings.
- c) Should a breach or violation of this policy be identified, it may result in disciplinary action in accordance with **TfGM** disciplinary policy.
- d) In extreme circumstances Audit & Assurance may access equipment or information to help support investigations.

6 Guest Policy

6.1 Granting Guest Access

Guest access will be provided on a case-by-case basis to any person who can demonstrate a reasonable business need to access the network, or access the Internet from TfGM's network.

6.2 Code of Conduct Acceptance

Guests must agree to adhere to the appropriate TfGM policies before being granted access.

6.3 Approval

Guest's requirements for access will be evaluated by the IS Department and provided on a case-by-case basis with a manager's approval.

7 Account Use

Guest accounts are only to be used by guests. Users with network accounts must use their accounts for network access. Guest accounts must be set up for each guest accessing the network. Guest accounts must have specific expiration dates that correlate to the business need for the individual guest's access. The account expiration date is not to exceed thirty days.

8 Security of Guest Machines

Guest machines will not be allowed access to TfGM's network, but restricted access to the internet may be provided.

9 Guest Access Infrastructure Requirements

Guest access must be kept separate, either logically or physically, from the network where practical, since guests have typically not undergone the same amount of scrutiny as TfGM's employees. At a minimum, guest access must be strictly controlled and monitored for appropriateness of use.

10 Restrictions on Guest Access

Guest access will be restricted to the minimum amount necessary. Depending on the guest needing access, this can often be limited to outbound Internet access only. TfGM will evaluate the need of each guest and provide further access if there is a business need to do so.

11 Monitoring of Guest Access

Guests are not employees of TfGM and are not considered trusted users. As such, TfGM will monitor guest access to ensure that TfGM's interests are protected and the relevant policies adhered to.

12 Enforcement

This policy will be enforced by the Executive and violations may result in disciplinary action in accordance with TfGM disciplinary policy.

13 Definitions

Account: A combination of username and password that allows access to computer or network resources.

Guest: A visitor to TfGM's premises who is not an employee.

- *Change control record: complete each time there is a change*

Policy/Procedure:				
Version	Change	Reason for change	Date	Name
3.0	Version and Date	Annual review	31/03/2014	C Burke
4.0	Version and Date	Annual review	30/04/2015	C Burke
5.0	Version and Date	Annual Review	31/03/2016	C Burke
6.0	Version and Date	Annual Review, new Head of IS	31/03/2017	C Burke
7.0	Version and Date	Annual Review	31/03/2018	C. Styler
8.0	Version and Date	Annual Review	31/03/2019	C. Styler