WARRINGTON
Borough Council

Information Security Management

Egress Workspace – Conditions of Use for Agencies, Partners, Vendors & Third-Parties

1. Introduction

This document defines the Council's conditions of use for the Egress system for Agencies, Partners, Vendors and other Third Parties.

The Council has commissioned a secure, Government-accredited 'file-sharing and collaboration portal' (website) from Egress – Egress Switch Secure Workspace. This allows Council users to share sensitive files and work securely with other Agencies, Partners, Vendors and Third-Parties.

Each Council team utilising Egress is allocated their own 'Workspace'. A Workspace is a secure area within Egress, which can only be seen by users who have been granted access. Access to Egress is available from any internet-connected device.

2. Scope

All Agencies, Partners, Vendors and other Third Parties ('users') who wish to utilise Egress are obliged to adhere to the Conditions of Use within this document.

3. Conditions of Use

3.1 Acceptable Use Policy

All Egress Workspaces provided by the Council are considered to be Warrington Borough Council Information Systems. As such the following general conditions apply:

- You will be responsible for any activity undertaken under your username;
    - Whilst the Council does not generally engage in systematic monitoring and recording activities, it reserves the right to do so where there is reason to believe that misuse of its information assets or computing facilities is occurring.

- If apparent criminal activity is detected, monitoring logs, in conjunction with specific personal information, may be provided to the Police.

- You must not use another person's username or password to log onto Council systems.

- You must correctly and truthfully identify yourself at all times and must not attempt to impersonate anyone else, withhold their identity or tamper with any audit trail.

- You must protect the confidentiality, integrity and availability of information and respect the privacy and personal rights of others.

- Your use of Council Information Systems must at all times comply with the law and the copyright and intellectual property rights of others.

- All users must comply with the relevant Data Protection Legislation, including the Data Protection Act 2018, and ensure that any data handled or processed in is accordance with the principles.

- You must not use the facilities to harass, defame, libel, slander, intimidate, impersonate or otherwise abuse another person.

- You must not use the facilities for the creation, collection, storage, downloading or displaying of any offensive, obscene, indecent or menacing images, data or material.

- You must not use facilities for any kind of commercial activity personal gain or conducting political activities.

3.2 Sensitive Information

Egress can be utilised to store sensitive information up to the classification OFFICIAL-SENSITIVE.

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Where you or your organisation transfers sensitive Council information outside of the Egress environment, you must take all reasonable technical and procedural steps to protect that information.

3.3 Security Requirements

The Council recognises that the ICT systems of agencies, vendors, partners and other third-parties used to access Egress are outside the Council's responsibility. However, at the same time organisations must be aware that the Council remains at all times responsible for ensuring the confidentiality, integrity and availability of the information held within Egress.

- For this reason, you must not utilise a device to access Egress which is known or believed to be infected with a virus or other malicious software.

3.4 Information Loss, Unauthorised Disclosure & Security Incidents

If information held within, or downloaded from, Egress is lost or inadvertently disclosed it is the organisation's responsibility to report the situation as soon as is practicable to Council. Any other security incidents (for example, you believe your login details have been disclosed or utilised by someone else) should also be reported to the Council.

3.5 Applicable Legislation

Egress is subject to the Council's obligations under the Data Protection Act 2018, which may require the Council to disclose personal data to other bodies under certain circumstances as detailed within the Data Protection Act.

All information in Egress will be deemed to be held by the Council and hence subject to the requirements for disclosure to the public under the Freedom of Information Act and Environmental Information Regulations.

3.6 Egress Terms of Use

The Conditions of Use contained within this document are in addition to the standard

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Egress Switch Secure Workspace Terms of Use.

3.7 Non-Compliance

The Council reserves the right to withdraw access to Egress should a user and/or organisation fail to comply with these Conditions of Use.