



**The Park Federation Academy Trust**

**Remote Access Policy  
2016 – 2019**

## Version History

Version	Date	Status and Purpose	Changes overview
1	03 October 2016	Draft for comment	
	08 October 2016	Approved	

### Notes on Document Control

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Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

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<b>Policy title:</b>	Remote Access Policy		
<b>Issue date:</b>	08 October 2016	<b>Review date:</b>	08 October 2019
<b>Version:</b>	001	<b>Issued by:</b>	The Park Federation Academy Trust
<b>Aim:</b>	To advise all staff of the user requirements when accessing The Park Federation Academy Trust systems remotely.		

<b>Associated documentation:</b>	<b>Legal Framework:</b> [For example The Data Protection Act (1998), Copyright Designs & Patents Act (1988), Computer Misuse Act (1990), Health & Safety at Work Act (1974), Human Rights Act (1998)] <b>Policies:</b> [Enter any policies that relate to this policy. For example, Information Security, email]		
<b>Appendices:</b>			
<b>Approved by:</b>	Chief Executive Officer		
<b>Date:</b>	08 October 2016		

<b>Review and consultation process:</b>	Three yearly		
<b>Responsibility for Implementation &amp; Training:</b>	Academy Principal IT Network Manager Director of Computing		

## HISTORY

Revisions:		
Date:	Author:	Description:

<b>Distribution methods:</b>	Communicated via staff noticeboard, briefing and email.
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## **What is Remote Access?**

Remote Access refers to any technology that enables you to connect users in geographically dispersed locations. This access is typically over some kind of dial-up connection, although it can include Wide Area Network (WAN) connections.

### **1. Purpose of Policy**

Remote access by staff is a method of accessing files and systems that is becoming more common in education. In The Park Federation Academy Trust, the benefits of securing remote access are considerable – business can be conducted remotely with confidence and sensitive corporate information remains confidential. This document sets out the policy for remote access and includes a set of common controls, which can be applied to reduce the risks associated with a remote access service.

Willful or negligent disregard of this policy will be investigated and may be treated as a disciplinary offence.

### **2. Scope**

This policy covers all types of remote access, whether fixed or 'roving' including:

- 2.1. Travelling users (e.g. Staff working across sites or are temporarily based at other locations)
- 2.2. Home workers (e.g. Teachers or Admin staff)
- 2.3. Non The Park Federation Academy Trust staff (e.g. Contractors and other 3<sup>rd</sup> party organisations)

### **3. Objectives**

The objectives of The Park Federation Academy Trust's policy on remote access by staff are:

- 3.1. To provide secure and resilient remote access to information systems.
- 3.2. To preserve the integrity, availability and confidentiality of information and information systems.
- 3.3. To manage the risk of serious financial loss, loss of client confidence or other serious business impact which may result from a failure in security.
- 3.4. To comply with all relevant regulatory and legislative requirements (including data protection laws, safeguarding) and to ensure that the trust is adequately protected under computer misuse legislation.

### **4. Principles**

In providing remote access to staff, the following high-level principles will be applied:

- 4.1. The IT Network Manager will have overall responsibility for each remote access connection to ensure that the trusts policy and standards are applied. They will maintain a list of staff and review this annually.
- 4.2. A formal risk analysis process will be conducted for each application to which remote access is granted to assess risks and identify controls needed to reduce risks to an acceptable level.
- 4.3. Remote users will be restricted to the minimum services and functions necessary to carry out their role.

### **5. Responsibilities**

- 5.1. The Park Federation Academy Trust Finance and Operations Committee is ultimately responsible for ensuring that remote access by staff is managed securely.
- 5.2. The Park Federation Academy Trust Finance and Operations Committee will maintain policy, standards and procedures for remote access to ensure that risks are identified and appropriate controls implemented to reduce those risks.

- 5.3. The Park Federation Academy Trust Finance and Operations Committee is responsible for confirming whether remote access to business applications and systems is permitted.
- 5.4. The CEO, Principal and COO are responsible for providing authorisation for all remote access users and the level of access provided.
- 5.5. The IT Network Manager will ensure that user profiles and logical access controls are implemented in accordance with agreed access levels.
- 5.6. The IT Network Manager will provide assistance on implementing controls.
- 5.7. The IT Network Manager is responsible for assessing risks and ensuring that controls are being applied effectively.
- 5.8. All remote access users are responsible for complying with this policy and associated standards. They must safeguard corporate equipment and information resources and notify The Park Federation Academy Trust immediately of any security incidents and breaches.
- 5.9. Users must return all relevant equipment on termination of the need to use remote access.

## **6. Risks**

The Park Federation Academy Trust recognises that by providing staff with remote access to information systems, risks are introduced that may result in serious business impact, for example:

- 6.1. unavailability of network, systems or target information
- 6.2. degraded performance of remote connections
- 6.3. loss or corruption of sensitive data
- 6.4. breach of confidentiality
- 6.5. loss of or damage to equipment
- 6.6. breach of legislation or non-compliance with regulatory or ethical standards.

## **7. Security Architecture**

The security architecture is typically integrated into the existing The Park Federation Academy Trust network and is dependent on the IT services that are offered through the network infrastructure. Typical services include:

- 7.1. Password authentication, authorisation, and accounting
- 7.2. Strong authentication
- 7.3. Security monitoring by intrusion detection systems

## **8. Security Technologies**

To ensure the most comprehensive level of protection possible, every network should include security components that address the following five aspects of network security.

### **8.1. User Identity**

All remote users must be registered and authorised by the IT Network Manager. User identity will be confirmed by strong authentication and User ID and password authentication. The IT Network Manager is responsible for ensuring a log is kept of all user remote access.

### **8.2. Perimeter Security**

The IT Network Manager will be responsible for ensuring perimeter security devices are in place and operating properly and where this is through third party support assurances should be sought. Perimeter security solutions control access to critical network applications, data, and services so that only legitimate users and information can pass through the network. Routers and switches handle this access control with access control lists and by dedicated firewall appliances. Remote Access Systems with strong authentication software control remote dial in users to the network. A firewall provides a

barrier to traffic crossing a network's "perimeter" and permits only authorised traffic to pass, according to a predefined security policy. Complementary tools, including virus scanners and content filters, also help control network perimeters. Firewalls are generally the first security products that organisations deploy to improve their security postures.

### 8.3. Secure Connectivity

The Park Federation Academy Trust or its agents will protect confidential information from eavesdropping or tampering during transmission. Where support is from a third party assurances will be sought.

### 8.4. Security Monitoring

Network vulnerability scanners will be used to identify areas of weakness, and intrusion detection systems to monitor and reactively respond to security events as they occur.

### 8.5. Remote diagnostic services and 3<sup>rd</sup> parties

8.5.1. Suppliers of central systems/software expect to have dial up access to such systems on request to investigate/fix faults. The Park Federation Academy Trust will permit such access subject to it being initiated by the computer system and all activity monitored.

8.5.2. Each supplier or The Park Federation Academy Trust user requiring remote access will be required to commit to maintaining confidentiality of data and information and complying with safeguarding. Ensuring no one else is able to view the data.

### 8.6. User Responsibilities, Awareness & Training

The Park Federation Academy Trust will ensure that all users of information systems, applications and the networks are provided with the necessary security guidance, awareness and where appropriate training to discharge their security responsibilities. Irresponsible or improper actions may result in disciplinary action(s).

## 9. System Change Control

All changes to systems must be recorded on a System Change Control form and authorised by the The Park Federation Academy Trust, Finance and Operations Committee.

## 10. Reporting Security Incidents & Weaknesses

All security weaknesses and incidents must be reported to the IT Network Manager. The IT Network Manager and Director of Computing will ensure staff are aware of the need to report incidents. A report should be submitted to the Finance and Operations Committee.

## 11. Guidelines and training

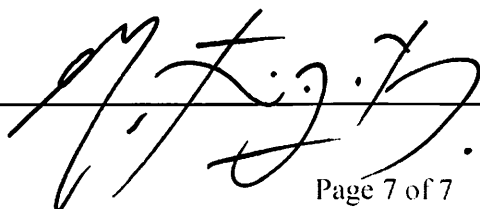
The IT Network Manager will produce written guidance and training materials for all remote access users.

## 12. Validity of this Policy

This policy should be reviewed every three years under the authority of the Chief Executive Officer. Associated information security standards should be subject to an on going development and review programme.

## 13. Policy approved by

Signature



Date

4/11/2016.