



# External Suppliers User Accounts - Conditions

## 1. Purpose

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Where necessary, LSE provides third party suppliers with accounts on LSE systems in order that mandated tasks can be carried out.

## 2. Agreement

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LSE user accounts are provided to third parties on the following conditions. Please print off this form, sign it, and return it to LSE. Without a signed copy of this form, LSE will not create third party accounts.

## 3. Undertaking

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Any account provided by LSE to a third party is done so on the understanding and agreement of the third party that:

- a. the account will not be used for any illegal purposes or for those which may bring the School into disrepute
- b. use of the account will comply with
  - i. LSE's Information Security Policy
  - ii. The Conditions of Use of IT Facilities at LSE
  - iii. The Janet Acceptable Use Policy
- c. Transmission of data the School would consider confidential will be encrypted, including Data Protection Act-defined sensitive personal data
- d. that any account(s) may be disabled at any time and without prior notification if LSE suspects misuse or if it suspects that an account has been or may become compromise
- e. that data created, used or transmitted by their accounts may be monitored or intercepted for the purpose of investigation into breach of the Conditions of Use of IT Facilities at LSE or for other compliance reasons

Organisation: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position: \_\_\_\_\_