

# London School of Economics & Political Science

## IMT

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# Policy

## LSE Associate Accounts

**Jethro Perkins**  
Information Security Manager

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<b>Version</b>	Release 1.4
<b>Date</b>	06/09/16
<b>Library reference</b>	ISM-PY-119

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# 1 Introduction

In common with all universities, LSE is not a closed organisation where research, teaching and learning are activities confined only to employed staff and registered students. There are many occasions where collaboration is required with individuals or groups wholly outside the School.

Such occasions, if not properly managed, can have repercussions for the confidentiality, integrity and availability of School systems and data, can compromise physical security arrangements, and can breach licensing agreements over the use of software, hardware and resources such as online journals.

There has been, in particular, an ambiguous area around the definition of library associates (those granted use to the library under its status as the British Library of Political and Economic Science) and LSE associates, with library associates often able to leverage the fact that they have been provided with an identity on the LSECentral database and granted an ID card in order to gain an LSE network account and email address, consequently gaining access to LSE-provided storage, licensed software, journals and buildings, and being able to represent themselves as members of the School.

This policy aims to remove the ambiguity, identify where it is appropriate to provide someone with an LSE identity, and establish a meaningful process by which the granting of an associate account can happen.

## 1.1 Scope

This policy covers all users who are not formal members of LSE or established third party suppliers, but who may have a legitimate need for an LSE network account in order to pursue LSE objectives. For the purposes of this policy, such users are designated “LSE Associates”.

This designation has no overlap with LSE “Associated Entities”, which are not part of LSE and have no default access to LSE IT resources. Nor does it necessarily affect such people as formally-recognised associate professors or academic associates, such as can be found on LSE’s website: <http://www.lse.ac.uk/government/research/resgroups/LSEPublicPolicy/staff/academicAssociates.aspx>.

## 1.2 Out of Scope

LSE staff, students, members of council, emeritus staff, formally-designated ‘Associate’ staff.

Third party suppliers.

Access to systems provided by the External Collaborator Access Framework.

LSE Library Associates.

LSE Associated Entities.

LSE Enterprise staff.

## 2 Policy

### 2.1 Principles

#### 2.1.1 Validity

LSE Associate accounts will only be provided where there is a *valid need* – which will primarily be a requirement to collaborate on relevant materials that are held on LSE storage – as outlined in a written request by the Head, Director or Manager of an academic unit (Department, Research Centre or Institute) or the Head of a service division. Requests emanating from any other source will not be considered valid.

The person requesting the setup of such an account will act as the account *sponsor*.

#### 2.1.2 ‘Least Privilege’ and ‘Need to Know’

People designated as LSE Associates will be provided with appropriate access to the resources required to carry out their LSE objectives.

The resources will be allocated on a ‘least privilege’ and ‘need to know’ basis – i.e. an account will be provided for an LSE Associate with only the rights needed to achieve their objective. For instance, if email is not required, a mailbox will not be allocated, and if access to shared resources is not required, the account will not be made member of a group with access to those shared resources.

#### 2.1.3 Account termination

LSE Associate accounts will not be provided for indefinite periods. A termination date must be supplied with the account request. The maximum duration for any account without review will be one year. The account holder will be notified by email before the account is scheduled to expire.

#### 2.1.4 Account renewal

Explicit renewal must be requested by the account sponsor.

#### 2.1.5 Generic accounts

Each LSE Associate accounts must be linked to an identifiable single user. No generic accounts will be issued.

#### 2.1.6 ‘Conditions of Use’

The LSE Associate will sign the ‘Conditions of Use’ and be bound by its rules. Any breach of the CoU will lead to the account being unconditionally terminated.

#### 2.1.7 Password Policy

LSE Associate accounts will be subject to the same password policies as other LSE accounts, unless tighter restrictions are required (e.g. by HSCIC for access to Patient Identifiable Data). In every case, the most rigorous requirements will be applied.

### 2.2 Associate Authorisation

Requests to grant someone Associate status must be made in writing from either a Departmental Manager or a Head of Department/Division. A request for authorisation must also be accompanied by a date when the account can be terminated.

### 2.3 Accountability

Because LSE will have no recourse to disciplinary measures over an Associate, who is not a School member, the DM/HoD will take responsibility for all use of the account. Consequently, if the account is abused (e.g. to perform mass download of articles from academic journals) the Departmental Manager or Head of Department will be accountable.

IMT reserves the right to suspend, disable or terminate an LSE Associate account at any time.

## 2.4 External Collaborator Access Framework

Where it is both possible and appropriate, the External Collaborator Access Framework (ECAF) will be used in favour of supplying an associate with a network account. ECAF provides access to individual systems as opposed to blanket network access. ECAF, however, is not suitable if an Associate needs access to a shared storage space (e.g. a resource on [\\deptshared](#))

## 2.5 LSE Library Associates: disambiguation

The LSE Library is also the British Library for Economic and Political Science, and as such provides access to members of the public who demonstrate a legitimate access requirement. The library as a consequence provides these people with Associate cards and access to the library upon the completion of a web form. The users generated by this route have no rights to associate accounts as laid out in this policy. Library associate identities must not be transferred to any further associate status outside that conferred by the library web form.

## 2.6 Maintaining data security levels

As outlined above, Associates are subject to the 'Conditions of Use of IT Facilities at LSE' and as such explicitly commit to treating data in a manner appropriate to its sensitivity. There may be additional stipulations imposed by research data providers, and it is the duty of the DM/HoD to ensure any Associate understands these responsibilities.

Every user should understand the sensitivity of their data and treat them accordingly. Even if technical security mechanisms fail or are absent, every user should still attempt to maintain the security of data commensurate to their sensitivity. The [Information Classification Standard](#) enables users to classify data appropriately and gives guidance on how to store it, irrespective of security mechanisms that may or may not be in place.

## 2.7 Policies and guidelines for use of accounts

LSE Associates are expected to become familiar with and abide by LSE policies, standards and guidelines for appropriate and acceptable usage of the networks and systems. This includes the [Conditions of Use of IT Services at LSE](#) and the JANET [acceptable use policy](#).

## 2.8 Further Policies, Codes of Practice, Procedures and Guidelines

This policy sits beneath LSE's overarching [Information Security Policy](#). Other supporting policies have been developed to strengthen and reinforce this policy statement. These, along with associated codes of practice, procedures and guidelines are published together and are available for viewing on LSE's website. All staff, students and any third parties authorised to access LSE's network or computing facilities are required to familiarise themselves with these supporting documents and to adhere to them in the working environment.

## 2.9 Review and Development

This policy shall be reviewed and updated regularly by the Information Security Advisory Board (ISAB) and an auditor external to IMT if required to ensure that it remains appropriate in the light of any relevant changes to the law, organisational policies or contractual obligations.

Additional regulations may be created to cover specific areas.

ISAB comprises representatives from all relevant parts of the organisation. It shall oversee the creation of information security and subsidiary policies.

The Information Security Manager will determine the appropriate levels of security measures applied to all new information systems.

## 3 Responsibilities

### **LSE Associate Users**

Abide by all applicable laws, the Janet 'Acceptable Use Policy', the 'Conditions of Use of IT Facilities at LSE', the LSE Information Security Policy and any requirements as laid out by Departments, projects or research data providers.

### **Head of Department\Departmental Manager:**

Sponsorship of the user and authorisation for account creation. Responsibility and accountability for use of the account. Supplying a termination date to IMT.

### **System Owners**

Those with responsibility for systems (including designating access) upon which LSE data reside. This includes but is not limited to Finance, HR, Registry, Library, STICERD.

### **Information Management and Technology:**

Responsible for:

- Account creation and termination
- Resource allocation

### **Information Security Manager:**

Responsible for writing this policy and establishing the appropriate creation and termination procedures within IMT.

### **Information Security Advisory Board**

Responsible for the advising on and recommending information security policies to the Information Technology Committee, assessing information security risks, identifying and implementing controls to risks.

### **Information Technology Committee**

Responsible for approving information security policies.

# Document control

## Distribution list

Name	Title	Department
Information Security Advisory Board		
Information Technology Committee		
Mike Bragg	Systems Specialist	IMT

## External document references

Title	Version	Date	Author
Information Security Policy	3.7	01/07/15	Jethro Perkins
Information Classification Standard	3.0	15/03/13	Jethro Perkins

## Version history

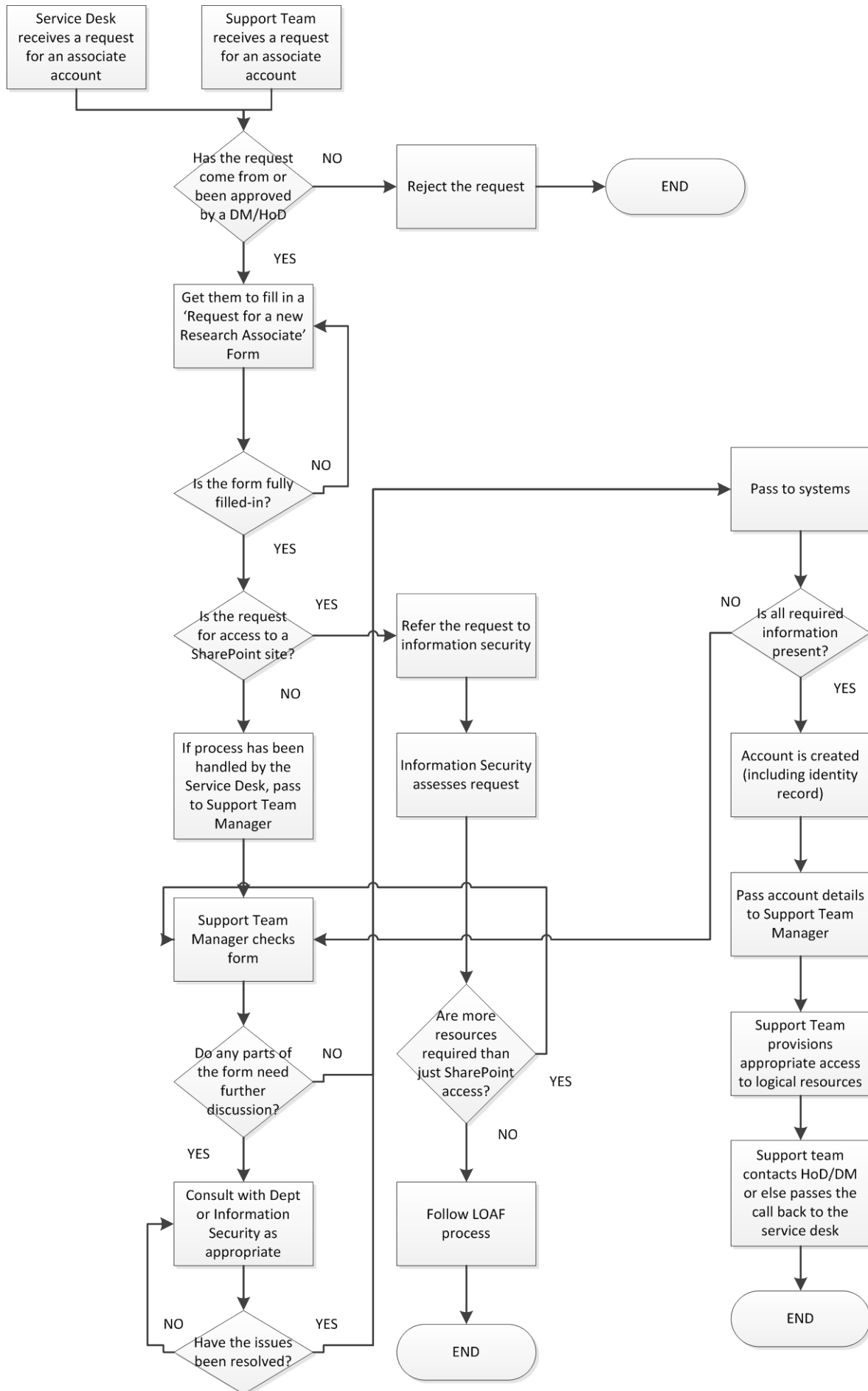
Date	Version	Comments
30/10/15	1.0	Release to ISAB
06/11/15	1.1	Updated after comments from ISAB
27/11/15	1.2	Further updates from the Director of Government Relations. Submitted to ITC 07/12/15. Endorsed.
12/08/16	1.3	Updated the Annex A process
06/09/16	1.4	Further update of the Annex A process to make it more legible.

## Review control

Reviewer	Section	Comments	Actions agreed
ISAB	2.1.1	What is a 'valid need'	Expansion of the definition
ISAB	2.1.1	Clarification needed around what figures of authority could request an account	Update of definition
ISAB	1.2	Remove the word 'registered' from 'Out of Scope' definition	Word removed
ISAB	1.1	The definition of an 'Associate' needs to be expanded.	



## Appendix A – LSE Associate Allocation Process



## LSE Associate Accounts

“Associate Accounts” are user accounts provided to people who are not students, suppliers or staff, but have business associated with the School. This will mostly be involvement with LSE-based research.

ALL requests for associate accounts must be either from, or explicitly approved by, a DM or a HoD.

General Principles:

1. In order to make sure that Associates do not violate our licensing agreements, or otherwise be provided with access to areas they should not have, all associate accounts will be created by the IMT Systems team.
2. All requests for associate accounts must be made in the first instance to the Service Desk or a Support Team Manager.

The process below outlines how a request for an associate account will be validated and how the account will be created.

### Disambiguation: Library Associate Accounts

LSE Library is also the British Library of Economic and Political Science. The library therefore provides members of the public with Associate cards and access to the Library via a WEB FORM. The users generated by this route have no right to LSE associate accounts as laid out by this process. Library associate identities must not be transferred to any further associate status outside that conferred by the WEB FORM.