

Title	VPN Acceptable Usage Policy
Date	17 th February, 2020
Approved By	LWETB Meeting 17 th February, 2020
For Review By	LWETB Board

LWETB VPN Acceptable Usage Policy

1. Purpose

The purpose of this policy is to establish guidelines for staff members and associated parties of LWETB in relation to VPN usage within LWETB. A VPN is a Virtual Private Network. In LWETB's case access to the VPN will allow users to remotely access LWETB network resources.

As with all external access strict control is necessary to protect the information which LWETB holds.

A large amount of administration overhead is required to create and maintain accounts on the VPN. It is therefore important that VPN access is strictly controlled and access is granted only to users who need it for business purposes.

Please note if there is anything in this Policy which is unclear or if you have any questions please contact ICT Support who will provide assistance.

2. Description

VPN access allows users who are away from the office but have a connection to the internet to access LWETB resources held on the internal network. Users have a username and password which allows them access to the internal network.

Access to the LWETB network via a VPN connection is subject to the same terms and conditions as the LWETB ICT Acceptable Usage Policy.

Failure to comply with the LWETB Acceptable Usage Policy may result in disciplinary action under LWETB Disciplinary Procedures.

3. Definitions

"Must", or the terms "required" or "shall", refer to an absolute requirement of the policy.

"Must not", or the phrase "shall not", refer to statements which are an absolute prohibition of the policy.

"Should", or the adjective "recommended" refers to a statement that should be applied. In certain circumstances, there may exist a valid reason to ignore a particular item. In this case the full implications must be understood and carefully weighed before choosing a different course.

"Should not", or the phrase "not recommended" mean the specified behaviour should not be performed.

There may exist valid reasons in particular circumstances when the particular behaviour is acceptable, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

4. Requirements

- Users who work from locations outside LWETB offices with no direct network connection may require VPN access.
- In order to have an account on the VPN users must have authorisation from the Director of Organisational Support & Development. An e-mail must be sent from your manager stating who requires VPN access and giving the business case for same.
- As mentioned above, there is a large administration overhead required in creating and maintaining VPN accounts. Secondly, VPN access allows access to the LWETB internal network through the internet. Although the VPN has been secured the existence of a large amount of accounts in itself presents a risk. If an unauthorised person gained access to a username and password, they could in turn gain access to the internal network. A smaller number of accounts are easier to maintain and therefore easier to secure.
- Each user who has been granted access to the VPN must have an individual account. This will allow LWETB to track access to the network from the VPN.
- Under no circumstances should your VPN account be used by any other person or your VPN login details be shared or divulged. If you no longer have a business case for a VPN account, you should notify LWETB ICT Support who will remove the account immediately.
- VPN access will only be allowed in exceptional circumstances where there is a support or business requirement. Dual factor authentication is mandatory for any VPN connection.
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5. Responsibilities

Owner	Responsibilities
Director of Organisational Support & Development	Revisions and updates to the policy
LWETB Management Team	Approval of the Policy
All who use or have VPN access to connect with LWETB resources	Responsible for implementation of the policy.