Employer Web Usage
Policy

lgps

www.sypensions.org.uk

1   1.1   The policy prohibits the use of data for illicit purposes (including violation of any law or regulation).

1.2   Unauthorised disclosure of confidential or personal information or the unauthorised use of corporate information is forbidden.

1.3   Access to Scheme member data is for the sole use of your employer in undertaking its business. Access by users, via a corporate or external network, is solely for this purpose.

1.4   There must be no unauthorised disclosure of personal data. Personal data may only be disclosed when authorised by the officers who are responsible for the data, in accordance with data protection legislation and your employer's policies and procedures. Disclosures (and all forms of data processing) must only be made in accordance with the current data protection legislation

1.5   Each user must have a unique logonid (user account) supplied by the South Yorkshire Pension Authority. The user will be responsible for any actions performed by their logonid.

2   2.1   The use of another person's logonid is not permitted.
The conditions are as follows,

a) Users will not disclose their passwords or visibly record them on or near equipment providing access to networks or systems.

b) Where a default password is assigned to a user for first access, the user must change this initial password straight away.

c) Your Password must be between 8-15 alpha numeric characters long, containing at least one uppercase letter (A-Z), and at least 1 numeric character (0-9).

d) Passwords will only be reset and logonids released for use if a request is received in an email from the owner of the loginid.

e) Your Security Answer must be between 3-20 alpha numeric characters (letters a-z or A-Z and numbers 0-9) and it must NOT contain any special characters (-&,.'()/*%£"@#) or spaces (but_may_contain_underscores)