[THIRD PARTY]

LAMBETH THIRD PARTY REMOTE ACCESS REQUEST FORM (CODE OF CONNECTION STANDARD)

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1. CONFIDENTIALITY

This document is presented in confidence, and shall be treated accordingly.

The receipt of this document acknowledges that all information provided within is confidential, sensitive and agrees not to copy, discuss, or disclose its contents, in whole or in part, by any means without the express written permission of the London Borough of Lambeth (LBL).

Upon formal written or verbal request by an authorised officer of the London Borough of Lambeth this document will be immediately returned to the company.

2. DOCUMENT CONTROL

The creation, review and issue of this document follows

Change Record

Date	Author	Version	Reason for Change
11/06/2015	Kamrul Hussain Linden Taggart	1.0	Document Creation (Final Published Version)

Approved by

Date	Name	Position
11/06/2015	Paul Wickens	Head of ICT Operations

3.   ORGANISATIONAL OVERVIEW AND CONTACTS

This sheet should be completed by LBL in conjunction with the Third Party.

Note. The LBL Technical Lead Officer will typically be the individual responsible for supporting the system/data that the third party is being granted access.

	London Borough of Lambeth
1	Click here to enter LBL Technical Lead Officer details: Name: Telephone Number: Email: Section/ Team:
2	Click here to enter additional contact details if necessary
3	Click here to enter additional contact details if necessary

Third Party

1	Click here to enter Third Party Point of Contact details:
	Name:
	Telephone:
	Email:
	Section/Team:
	Address:
	Post Code:
2	Click here to enter Third Party Technical Lead Officer Contact details:
	Name:
	Telephone:
	Email:
	Section/Team:
3	Click here to enter additional contact details if necessary
4	Click here to enter additional contact details if necessary

4.   DOCUMENT PURPOSE & SCOPE

The London Borough of Lambeth (LBL) permits connections from Third Party organisations for the purpose of partnership working, information sharing, provisioning of services and support arrangements with Suppliers, Vendors or Service Providers.

This Code of Connection (CoCo) is specific to the Council's requirements for facilitating third party access to the LBL Network.

The purpose of the CoCo is to outline the VPN Policy and the Terms & Conditions that the connecting organisation agrees to in order to maintain confidentiality, integrity and availability of the LBL Network and any resources, applications and data accessed via the connection.

Third parties are defined as any individual or organisation not employed directly by the Council including Suppliers who require access to the LBL Network to provide remote support.

This CoCo applies to all existing and new (permanent or temporary) connections.

5.   CODE OF CONNECTION POLICY STATEMENT

Any sanctions and obligations specified within a contract may be imposed as part of the third party CoCo agreement.

The LBL Sponsoring Officer must ensure a Data Processing Agreement is in place whereby the connection is to facilitate access to data of a personal sensitive nature as defined in the Data Protection Act (1998). Alternatively, this should be stipulated as part of contractual arrangements already in place with the third party.

The overall security of the Council's infrastructure, systems and data takes precedence over any individual requirements for a Third Party connection.

A specific business purpose must exist and be defined for a Third Party connection to be considered. For each Third Party connection agreement, named lead persons responsible for facilitating the connection must be appointed by both the Council and Third Party. These parties should be identified in Section 3. In addition, the individual responsible for the system/data that the third party is being granted access should be listed as signatory in Section 12.

This document must be completed prior to implementation of any connection and should identify any specific requirements that are necessary in order to facilitate the connection. It will be the responsibility of the individuals listed in Section 3 to ensure that all relevant information is completed in this document

6.   CONNECTION PURPOSE (TO BE COMPLETED BY LBL)

Please select the method of connection and state why third party access is required. This should include a list of applications/ resources/datasets that access has been requested for:

LAN to LAN (IPsec) VPN Connection	☐

Web Based (SSL) VPN Connection (anywhere.lambeth.gov.uk)   ☐
Two factor authentications will be used. Token to be provided by Lambeth

Desktop Client (IPsec) VPN Connection (anyconnect.lambeth.gov.uk)   ☐
Two factor authentications will be used. Token to be provided by Lambeth

Other Method   ☐
 (Please provide further details below)

Click here to enter addition information

7.   CONNECTION PURPOSE CONTINUED (TO BE COMPLETED BY THIRD PARTY)

Please answer the questions below (check appropriate box).

1. Approximately how many staff will use this connection?

1-9	☐
99-100	☐
100+	☐

2. Who owns the systems the staff will use to access the services supplied?

Lambeth	☐
Third Party	☐

3. What is the main operating system in use at the Third Party site?

Windows 2000	☐
Windows XP	☐
Windows Vista	☐
Windows 7	☐
Windows 8	☐
Windows Server 2003	☐
Windows Server 2008	☐
Windows Server 2012	☐
Mac OS X	☐
Android OS	☐
Apple iOS	☐
Windows Mobile	☐

8.   CONNECTION DIAGRAM (FOR L2L CONNECTIONS ONLY)

The following diagram shows the proposed L2L VPN Tunnel between the London Borough of Lambeth and Partner site. This should be completed by the LBL with assistance from the third party

9. TECHNICAL COCO (TO BE COMPLETED BY THIRD PARTY)

Please provide information in the Evidence/Commentary field in relation to how your organisation complies with each requirement.

		Evidence/ commentary
1.	*Either confirms that it undertakes an annual penetration test of its network, is compliant with a relevant Information Security Standard (ISO 27001, PSN, PCI, etc.) or alternatively describes how it monitors and tests the security of its network*	Please provide information and evidence (if necessary) as to how you meet this requirement
2.	*Confirms that it has secure data storage facilities and that its data archiving and retention policies are consistent with the nature of the data to be accessed/stored.*	Please provide information as to how you meet this requirement
3.	*Confirms that no personal or sensitive information will be stored on mobile devices (e.g. USB keys, Laptops, tablets), or if mobile devices do store such information then they are encrypted in line with advice from the Information Commissioner's Office.*	Please provide information as to how you meet this requirement
4.	*Confirms that it is running an up to date anti-virus package and that regular updates are applied to all servers and client machines.*	Please provide information as to how you meet this requirement
5.	*Confirm that operating system updates and security patches are regularly applied to all servers and client machines, with servers being appropriately hardened.*	Please provide information as to how you meet this requirement
6.	*Should have audit logs recording user activities, exceptions and information security events to assist in future investigations and access control monitoring, or alternatively confirms how it monitors user activity.*	Please provide information as to how you meet this requirement
7.	*Must either submit a network schematic that details the networks that will utilise the London Borough of Lambeth (LBL) connection (as per section 7), or alternatively confirms that it accepts the risk of any issues relating to IP engineering as part of the connection (Lambeth cannot assist if any changes to our network impact upon the connecting organisation's network, or its ability to deliver the service in the event of any changes.)*	Submit network diagram under section 7 or confirm risk acceptance

10. VPN PRODUCT AND PEERING DETAILS (FOR L2L CONNECTIONS ONLY)

To successfully implement the IPsec VPN L2L connection, you must complete the following configurations on both IPsec endpoints:

	PEER A (London Borough of Lambeth)	PEER B (Company Name)
VPN Device	Cisco	Partner VPN Appliance
Version		Software version
Compliance Standard	EAL4 Compliant	Compliance Standard
Peer Address	XX.XX.XX.XX	Partner Peer Address
NAT Table	Network details *(These are the hosts' addresses seen on the VPN. This is not the real addresses and might require additional NATting. If the proposed subnet overlaps with your existing subnets, please comment on the additional notes section at the end of this form with your proposal so we can agree a new one).*	Network details
Protocols	Protocols *(Further protocols maybe identified during testing phase).*	Protocols
Server	Click here to enter static IP address for hosts	Click here to enter static IP address for hosts

11. VPN POLICY (FOR L2L CONNECTIONS ONLY)

IKE Proposal

Preshared Key	***To be agreed and provided via secure means***
Mode	Main Mode
Type	bidirectional
Message Encryption Algorithm	AES256
Message Integrity Algorithm	SHA1
Key Exchange Parameters	DH Group 2
SA Traffic volume	XXXX Kbytes
Lifetime	XXXX seconds

IPSEC Policy

Transform Set	esp-aes-128-esp-sha-hmac
SA Lifetime	XXXX seconds
Perfect Forward Secrecy	no

If supported

Dead Peer Detection	Yes
Idle timeout	10 seconds
IKE Keep alive	2 seconds

12. TERMS AND CONDITIONS

The connecting organization agrees to the following terms and conditions regarding their network connection and security.

1. All employees of the organisation and where relevant contractors and third party users MUST receive appropriate awareness training and awareness updates in organisational policies and procedures as relevant for their job function.
2. In the event of a breach of information security you will notify the sponsoring LBL ICT Lead Officer (as identified under section 3). The Council reserves the right to initiate an investigation into the incident. You will provide co-operation in support of such investigations (e.g. to locate the source of the breach and take mitigating steps).
3. Each user of the London Borough of Lambeth (LBL) connected network will be allocated a unique ID to connect to the LBL network.
4. Each user of the network connected to LBL is reliably authenticated by means of a sufficiently complex password.
5. LBL will be notified whereby access to the LBL Network needs to be revoked, either due to an employee leaving the third party organisation or where the employee no longer requires access for the purpose of their role.
6. A firewall is installed between the connecting organisation and the LBL.
7. Email received from LBL by users in the connecting organisation will not be automatically forwarded outside of the connecting organisation's network.
8. This CoCo will be reviewed annually or where arrangements have changed between LBL and the Third Party resulting in the connection needing reviewed and/or terminated, including where any breach of this agreement is deemed to have occurred.

Any variance on the above terms and conditions should be specified below for review and consideration by LBL:
Click here to enter text.

Connecting Authority Lead Officer Signature
(By signing you confirm your organisation's agreement to the above terms and conditions)

Name: Enter Name   Job Title: Enter Job Title
Signature: Electronic signature   Date: Enter Date

Sponsoring LBL Officer Signature
(By signing you confirm agreement for third party connection)

Note. *The Sponsoring LBL Officer should be the individual responsible for the system or data held within the system that the third party is being granted access, i.e. the Business Systems Owner or Information Asset Owner (IAO). This may be a Head of Service or Senior Manager/Director. If in doubt, please seek guidance from the Information Governance Team*

Name: Enter Name   Job Title: Enter Job Title
Signature: Electronic signature   Date: Enter Date

ANY ADDITIONAL NOTES, OBSERVATION AND QUESTIONS:

Click here to enter text.