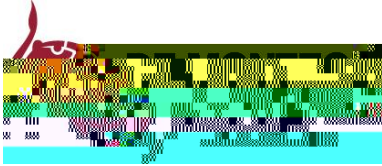# Outsourcing and Third Party Access Policy

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1. Introduction

This policy sets out the conditions that are required to maintain the security of the university's information and IT systems when third parties, other than the university's own staff or students

3.4.1. **Confidential Information** – business confidential information (which may or may not also be personal information) and which may not be disclosed except to those with the explicit consent of the data owners and where disclosure may constitute an actionable offence.

3.4.2. **Sensitive Personal Information** – information covered by the Data Protection Act 1998 which relates to an individual's ethnicity, political membership or opinions, religious beliefs, trade union membership, physical or mental health or condition, sexual life, the commission or alleged commission of an offence and any related proceedings.

3.4.3. **Personal Information** – information covered by the Data Protection Act 1998 that allows a living individual to be identified or which relates to an identifiable individual.

3.4.4. For further information on these levels of information see the **Information Handling Policy**

4. Managing Outsourcing and Third Party Access Risks

4.1.
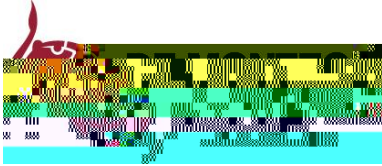
8. Physical Access by External Parties to Sensitive Areas

A risk assessment must be made by the initiator in collaboration with the IT Governance Manager or their nominated deputy and appropriate controls established before granting third party access to secure areas where confidential information is stored or processed. This also applies to secure areas containing active network equipment.

9. Electronic Remote Access by External Parties

Remote access by External Parties to the DMU network must be limited to the minimum required system level access. Any request for access must first be approved by the Director of ITMS or their nominated deputy.

10. Document Approval

Approved by: Dieter Kraftner Director of ITMS
Approved Date: 24th June 2015
Review Date: 23rd June 2016
Reviewer: IT Governance Manager

11. Document History

11.1.   5th October 2012 – Version 1 Neil Faver
11.2.   February 2015 – Version 1.6 Neil Faver