**Animal and Public Health Information System / Northern Ireland Food and Animal information system.**

**(APHIS / NIFAIS)**

**External Stakeholder Access request and acceptable use instructions.**

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**Revision History**

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| 1.1 | 27/07/2020 | Matthew Hicks | Finalizing format |
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**Acceptable Use Instructions**

### [ ]  Introduction

* 1. **Before completing the attached form.**
* Read through the document in full. If there are any points you do not understand email your question to Aphis.SupportUnit@daera-ni.gov.uk
* A separate application is required for each person requesting access
* Note that after your initial request for a User ID / Access you may be asked to at any time to revalidate your business need to access APHIS / NIFAIS.
	1. **Document’s Purpose**
* To apply for access to APHIS / NIFAIS and secondary systems, e.g. eAVI accessed through these.
* To explain and set out acceptable use of your APHIS / NIFAIS account and data retrieved from APHIS / NIFAIS.
* This is not a policy document but refers to policies and legislation that govern the use of NICS IT systems.

	1. **Scope**
* This document refers to access control in relation to APHIS / NIFAIS data stored on the APHIS/NIFAIS databases or in any other format such as backup tape or data extract such as a Cognos or SQL Server Reporting Services (SSRS) report.
	1. **Why do we need to control access to APHIS / NIFAIS?**
* To protect the data on the APHIS / NIFAIS system from loss or corruption.
* To comply with DAERA and NICS Policies and the law including, but not limited to, the Data Protection Act (DPA) 2018 which applies the EU GDPR standards as well as data processes which fall outside EU law. For DPA 2018 guidance refer to;
<https://ico.org.uk/for-organisations/guide-to-data-protection/introduction-to-data-protection/introduction-to-data-protection>
* The DPA 2018 places a legal obligation on all APHIS / NIFAIS users to ensure that they keep the data secure from misuse.
* The APHIS / NIFAIS System Manager will ensure that User IDs for APHIS/NIFAIS access will not be issued until the appropriately completed documentation has been received and processed.

### [ ]  Acceptable Usage of APHIS / NIFAIS and Data

* The APHIS / NIFAIS system and data extracted from it must only be used for the official purposes of DAERA and must be used in a lawful manner. APHIS / NIFAIS provides access to a wide range of information about farming enterprises, herd and flock keepers and livestock. APHIS / NIFAIS users must never access data for personal reasons or disclose it to any unauthorised party. Data relating to a person (e.g. livestock they keep) is subject to the Data Protection Act 2018. Personal data originating from APHIS / NIFAIS must be stored securely to avoid accidental or deliberate unauthorised disclosure.
* Any loss of data must be reported to DAERA immediately to (Aphis.SupportUnit@daera-ni.gov.uk for the attention of Garry Corscadden or Maurice McCoy).
* Unauthorised access to the APHIS / NIFAIS systems, or unauthorised disclosure of information contained thereon, may constitute a criminal offence under The Computer Misuse Act 1990; <http://www.legislation.gov.uk/ukpga/1990/18/contents>

### [ ]  Managing User Access

 **Use of User IDs / Permissions**

User IDs are unique to individuals and they ensure that activities on the APHIS / NIFAIS systems are logged to specific individuals.

All user actions are recorded for lawful purposes. You are responsible for all actions carried out using your APHIS User ID or NIFAIS profile and you may be asked to account for logged transactions. Use outside that required by your business duties may be a breach of DAERA or NICS policies and the law.

The APHIS / NIFAIS Support Unit will monitor user activity on the APHIS / NIFAIS systems. Security incidents will be recorded by the APHIS / NIFAIS System Manager and reported to DAERA’s IT Security Unit.

When leaving your computer unattended log off or lock it (eg using the Ctrl–Alt–Delete keys) to prevent unauthorised access to APHIS/NAFAIS or inappropriate viewing of information.

Users are required to inform DAERA if they no longer require access to the APHIS / NIFAIS systems for any reason (eg they leave their current role).

### [ ]  Managing Passwords (APHIS)

### **Make-up of Passwords**

Passwords are used to authenticate users for access to APHIS. All users must have appropriate User ID and password to gain access to the APHIS system.

It is important that all users select strong passwords that are difficult to guess. Passwords are required to be 8 to 10 characters in length

### **Use of Passwords**

Users will be locked out after three incorrect passwords are entered. Users that are locked out of the system must contact the ASU / NSU.

The APHIS system will prompt users to reset their password every 30 days. Users should change their password immediately if they feel their password has been compromised.

APHIS/NIFAIS users must keep passwords confidential and practice secure password management, for example; change regularly, do not write down, do not allow anyone to watch when entering a password, do not share your password with others.

### [ ]  Conflict of Interest

### Individuals need to ensure that they do not use their own position or knowledge to the advantage or what is perceived as the advantage of themselves or their friends or associates. Conflicts of interest must be avoided where relevant. However if they do arise they must be declared to the appropriate DAERA business area.

**DAERA Privacy Statement**

“The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the

General Data Protection Regulation (2016) and the Data Protection Act 2018”.

<https://www.daera-ni.gov.uk/publications/daera-privacy-statement-document>

**Please fill in the information required below, then read and sign the user agreement which follows:**

|  |  |
| --- | --- |
| Name: | Date: |
| Company: | Position in Company; |
| Address: | Tel No: |
|  | Mobile: |
|  |  |
| Postcode: | e-mail: |
| I require access to the following APHIS/NIFAIS System to access (eg eAVI, empl on APHIS. Cattle Tag supplier on NIFAIS); |
| Reason for access; |

**User Agreement:**

As an APHIS/NIFAIS user I agree to:

* Abide by the conditions set out in this document
* Use the APHIS/NIFAIS data only for the purposes stated and not for commercial or personal purposes;
* Keep data for no longer than is necessary;
* When disposing of data, ensure that it is done securely;
* Inform the Department of any suspected errors or inaccuracies in the data;
* Provide appropriate training for the staff who access the information;
* Keep APHIS/NIFAIS data and the associated paperwork in a secure place and accessible only by authorised employees;
* Maintain a current list of those people with access to the information;
* Provide access to the Department representatives to check compliance with the agreement;
* Report any breaches of the agreement immediately to the Department; and
* Not pass on or disclose any of the information to any Third Party unless specifically agreed with the Department and covered by the conditions listed in this agreement.
* Be bound by any related terms contained within contractual agreements, Codes of Practice, Terms and Condition, etc. agreed with DAERA business areas.

**APHIS/NIFAIS SYSTEM SECURITY and DATA PROTECTION UNDERTAKING**

I have read and will abide by the conditions of the agreement above.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(*Signature*)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(*Insert date*)

 **Please return to Aphis.SupportUnit@daera-ni.gov.uk**