London School of Economics
& Political Science
IMT

Procedure

Expiry of Non-Standard User Accounts

Jethro Perkins
Information Security Manager

Version	Release 1.2
Date	08 January 2014
Library reference	ISM-PD-105

Table of contents

1 Introduction

IMT implement controls over the duration of accounts in within LSE's Active Directory in order to:

- Prevent IT resource misuse
- Help maintain 'least privilege' principle over access to data
- Comply with the Joint Academic Network's (JANET) 'Acceptable Use Policy'
- Comply with licensing restrictions on the use of software
- Reduce our exposure to defamation and other legal issues raised by the use of LSE electronic communications by people neither currently employed or studying at LSE
- Reduce our exposure to phishing attacks and other hacking attempts
- Prevent the use of unauthorised accounts on LSE computers, that would break the 'Conditions of Use of IT Services'

User accounts that have been created or retained outside the controls imposed by LSE's HR or student systems are at significant risk of abuse, and pose a threat to the School's IT systems, due to falling outside the standard processes by which accounts are provisioned, maintained and de-provisioned. This procedure provides a framework for the provision and revivification of non-standard LSE user accounts.

1.1 Purpose

This procedure outlines the maximum duration by which non-standard LSE user accounts can exist before confirmation of their continued use is required. It also details at what point re-confirmation of continued account use will be requested.

1.2 Scope

All LSE Active Directory accounts other than as excepted in 1.3

1.3 Exceptions

- Staff (record in Resourcelink)
- Students (record in SITS)
- Emeritus staff
- Third party suppliers
- Service accounts
- Members of Council
- Russell Group

2 Responsibilities

IMT Service Desk
Responsible for extending user accounts

Departmental / Divisional Managers
Responsible for approving or declining requests for an account extension.

IMT Systems Team
Responsible for the account expiry process.

IMT Information Security
Responsible for this process, and for reviewing as appropriate any requests for exceptions

3 Procedure

3.1 Account Expiry

All accounts other than those noted in 1.3 will expire every 6 months, and will require re-confirmation of use in order to continue.

3.2 Extensions

A request for the continuance of an account must come from a Departmental or Divisional Manager.

Any extensions granted must be for a maximum of 6 months before the account expires or else a further request for an extension is made.

3.3 Review

Information Security will review the request for any exceptions.

3.4 Legal and Regulatory Compliance

Controlling the duration of non-standard user accounts helps LSE comply with the following legal requirements:

Computer Misuse Act 1990 – by acting to reduce scope for unauthorised access to user identities, sessions and data

Data Protection Act 1998 – by acting to reduce scope for unauthorised access to sensitive data

JANET Acceptable Use Policy – by acting to reduce the potential for malicious traffic and actions over the network of LSE's internet service provider, JANET

Campus Software Licences – by ensuring use of campus software is restricted to existing members of the LSE community

3.5 Compliance with international information security standard ISO27001

The process complies with the following controls of the international information security standard ISO27001:2005:

A.7.1.3 Acceptable use of assets
A.8.1.3 Terms and conditions of employment
A.8.3.1 Termination responsibilities
A.8.3.2 Return of assets
A.8.3.3 Removal of access rights
A.10.1.1 Documented operating procedures
A.10.8.4 Electronic messaging
A.11.2.1 User registration
A.11.2.2 Privilege management
A.11.2.4 Review of user access rights
A.11.6.1 Information access restriction
A.12.1 Security requirements of information systems
A.12.5.4 Information leakage
A.15.1.4 Data protection and privacy of personal information
A.15.1.5 Prevention of misuse of information processing facilities