

**FALMOUTH**  
UNIVERSITY

Falmouth  
Exeter  
Plus

## **Access to Sensitive Material Process**

Information Security Policy  
2016

**Falmouth Exeter Plus  
Falmouth University  
Information Security  
Policy**

<b>Title :</b>	<b>Access To Sensitive Material</b>
<b>Document Reference :</b>	<b>ISP010</b>
<b>Status :</b>	<b>Final</b>
<b>Version :</b>	<b>0.5</b>
<b>Date :</b>	<b>September 2016</b>
<b>Classification :</b>	<b>Public</b>

## **Request to Access Sensitive Internet Content.**

### **The FX Plus & Falmouth University Computer User Agreement (ISP015) states that their equipment/network cannot be used for:**

- The creation, transmission or retrieval of any illegal, offensive, obscene or indecent images, data or other material; any data capable of being resolved into illegal, obscene or indecent images or material; or any web sites that give reference to them.
- The creation, transmission or retrieval of any terrorist/extremist literature, data or other material in accordance with Prevent Duty Guidance within the Counter Terrorism Act 2015
- The creation or transmission or retrieval of material which is designed or likely to cause annoyance, inconvenience or needless anxiety;
- The creation or transmission or retrieval of defamatory material;
- The creation or transmission of material that is confidential to the University or intended to undermine University policy.
- The transmission of material such that this infringes the copyright of another person;
- The transmission of unsolicited commercial or advertising material either to other User organisations or to organisations connected to other networks;
- Deliberate unauthorised access to facilities or services accessible via Campus Network;

### **Monitoring & Reporting**

Any access to inappropriate sites (as classified by FortiGuard URL Database Categories, which are based upon the Web content viewing suitability of three major groups of customers: enterprises, schools, and home/families) will be highlighted to the user, and any onward access will be logged.

Reporting of access to these locations may be undertaken under the process documented within ISP018 – Investigation of Computer Use Policy.

## **Access to Sensitive Material**

Should you require access to material of a sensitive nature for academic purposes, then approval is required from the University/FX Plus.

For FX Plus staff, this approval should be sought from the Director of IT Services.

### **You agree to:**

- Ensure correct approval is obtained in advance of any access.
- Maintain your own logs of access including information/sites accessed.
- Maintain your own logs of equipment used for access.
- Be sensitive to where this information is accessed from, to avoid offending others.

This approval does not negate the organisations requirement for Internet activity to be monitored/reported in conjunction with the Computer Users Agreement or legislative requirements, but will protect the individual from potential investigation into computer misuse.

Note: It may not always be appropriate to approve a request or may not be technically possible. The university has overriding agreements with service providers that may prevent approval.

Please complete the form below and send to [servicedesk@fxplus.ac.uk](mailto:servicedesk@fxplus.ac.uk)

## Request Details

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**Full Name:**

**Username:**

**Nature of request (Please  
add separate sheet is  
required):**

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**Course / Department:**

**Equipment to be used  
(Please add separate sheet  
is required):**

**For Students:**

**Approved by Head of  
Subject or Director of  
School**

**For Staff:**

**Approved by Head of  
Department/School or  
Director of Research**

**Date:**

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