Access to Sensitive Material Process

Information Security Policy
2016
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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
Request Details

Full Name: 

Username: 

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

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: 