Managing Third Party Access to University Information and Information Systems

A third party service provider may require access to University information and or University information systems in order to carry out business related services that they have been contracted to provide. Before permitting access the University service owner and the contracted third party must satisfy all conditions set out in this form. This will ensure the University's information assets continue to be secure, are further protected and working practises remain intact and compliant.

Information

1. The business area accountable for the service will be the School, Support Service or other high level business area
2. The person authorising the third party's access will be the head of that high level business area; for example Dean of School, Director of Service
3. The department or section responsible for the service will be part of the high level business area
4. The person responsible for appointing the Named Person will be the head of that department or section
5. The named person responsible for managing all aspects of the third party access will be a member of the department or section responsible for the service

Name Person

This form will be owned by the named person and used to record and manage all aspects of the third party's access.

Responsibilities include:

1. Liaise with third party, IT Service Desk and any other internal and or external stakeholders, for information required to authorise, create, grant, monitor and disable/terminate access to University information and or information systems
2. Manage all aspects of the third party's access in terms of method, location, duration, scope and information set
3. Record all relevant information via this form

For further information and guidance on their party access and named person responsibilities please go to: https://www.gcu.ac.uk/policies/guidance

Third Party Access: Service Owner (SO) Information

	Question	Response
SO1	Service Address	Click here to enter text.
SO2	Service Name	Click here to enter text.
SO3	Business area accountable for service	Click here to enter text.
SO4	Has third party access been approved by the Head of Business area accountable for the service	Choose an item.
SO5	Head of Business area accountable for the service and for approving third party access	Click here to enter text.
SO6	Section or Department responsible for service	Click here to enter text.
SO7	Head of department or section responsible for service	Click here to enter text.
SO8	Named Person responsible for managing the third party's access	Click here to enter text.
SO9	GCU Contract Number	Click here to enter text.

Third Party Access: Service Provider (SP) Information

	Questions	Response
SP1	Third Party Service Provider	Click here to enter text.
SP2	Service providers details including name, address, postcode and telephone number	Click here to enter text.
SP3	Contact name, designation and email address of person responsible for managing service provision	Click here to enter text.
SP4	How many third party domain accounts (TPA) have the third party been issued with (a maximum of two)	Choose an item.
SP5	What are the names of the third party employees and their respective GCU TPA domain accounts, who have been authorised by the third party to access University information and information systems	Click here to enter text.
SP6	How will third party access be achieved	Choose an item.
SP7	When will third party access begin	Click here to enter a date.
SP8	When will third party access end/terminate	Click here to enter a date.
SP9	If third party access is achieved via remote virtual Private Network (VPN) where are attempts at access logged?	Choose an item.

Third Party Access: Service Provider (SP) Information

		Questions	Response
SP10		If third party access is achieved on site where are attempts at access logged?	Choose an item.
SP11		Has University information been transferred to the third party?	Choose an item.
SP12		If yes to the above, has the information been returned or destroyed as per the contractual agreement.	Choose an item.
SP13		As a result of implementing the contracted business service, has the third party proposed any changes to University Information or IT Systems	Choose an item.
SP14		If yes to the above, has the third party followed the University process for requesting a change to a live IT or information system	Choose an item.
SP15		If yes to the above, please provide the Change management service/ticket number; this will be the reference number on the change request submission form.	Click here to enter text.
SP16		Has a call been logged with the IT Service Desk for the creation of Third Party Access (TPA) accounts? If so please state the service request number.	Click here to enter text.
		Please use the response field for any other relevant comments.	Click here to enter text.