



GCSx (GOVERNMENT SECURE INTRANET) USER AGREEMENT

In using the GCSx, individuals agree to abide by the City of London's [Data Protection Principles](#) and the guidelines contained within the [Communications & Information Systems Use policy](#).

Users of the GCSx acknowledge that their use of the system may be monitored and recorded for lawful purposes and further agree:

- To only use the GCSx for the purpose for which they have been authorised;
- Not to attempt to establish an onwards connection once they have gained access to the end system;
- To only access the GCSx from IT systems and locations which they have been authorised to use for this purpose.
- Not to transmit information which they know or suspect to be of a higher sensitivity than their GCSx domain is designed to carry, or which is unacceptable within the context and purpose for which it is being communicated;
- Not to make false claims or denials relating to their use of the GCSx;
- To securely store or destroy printed copies of information;
- To protect all material sent, received, stored or processed via the GCSx to the same level as paper copies of similar information;
- To prevent inadvertent disclosure of sensitive or protectively marked information (e.g. by not leaving their PC unattended whilst logged in, ensuring they are not being overlooked whilst working, promptly collecting information from printers).
- To only disclose information received via the GCSx on a 'need to know' basis;
- Not to forward or disclose sensitive or protectively marked information received via the GCSx unless the recipient can be trusted to handle the material securely in accordance with its sensitivity and forwarding is via a suitably secure communication channel;
- Not to send protectively marked information over public networks such as the internet; and
- Never to auto-forward email from their GCSx account to a non-GCSx account.