



Terms & Conditions for Connection to the Criminal Justice Secure eMail Service (CJSM) This version (8.5S L) for completion by single users

1. I will ensure that I comply with UK Data Protection and Privacy Laws and all professional codes of conduct by which I am bound and all information transmitted through CJSM is treated as 'Restricted'. I acknowledge that any breach of these provisions may result in my access to CJSM being suspended or terminated.
2. I confirm that I will not share my user account details or password with anyone else.
3. I confirm that any passwords that I use to access the CJSM service will have a minimum of 8 characters (a mix of upper and lower case plus numeric and/or special characters) and will be changed at least every 90 days.
4. In the event of a breach of security, or suspected breach of security, within my environment and involving Justice Data or my access to the CJSM, I will inform the CJSM Administrators immediately (via the CJSM Helpdesk). I understand that the Ministry of Justice (MOJ) reserves the right to investigate security incidents and confirm that, should such an investigation be necessary, I will provide any necessary support to the best of my ability.
5. I will communicate to the MOJ (via the CJSM Helpdesk) all significant changes to my technical infrastructure that actually or potentially impact on access to, or the integrity of, the CJSM service so that an impact assessment can be carried out.
6. I will not transmit information through the CJSM that I know, suspect or have been advised is of a higher level of sensitivity than the CJSM is designed to carry (that is "Restricted" material) nor will material be forwarded to anybody other than on a need to know basis.
7. I confirm that I make regular back-ups of data to minimise any interruption to the justice process in the event of a loss of IT capability.
8. I confirm that I have secure data storage facilities; and that my data archiving and retention policies are consistent with the nature of the data stored, and consistent with the needs of the justice system. I further confirm that, where "Restricted" data is to be deleted, the same standards of security are applied to its disposal.
9. I confirm that I prevent strangers from entering areas of my premises where IT systems that have access to the CJSM are in use. Where this is not possible, all visitors are escorted at all times.

"Restricted" information, for the purpose of this agreement, is defined as justice sensitive business information (that may or may not bear the Government Protective marking Restricted), the unauthorised disclosure of which would:- cause substantial distress to individuals; prejudice the investigation or facilitate the commission of crime; breach proper undertakings to maintain the confidence of information provided by third parties or undermine the proper management of the public sector and its operations.

All contact with the MOJ to be made through:

The CJSM Administrators
C&WW (for the MOJ), 76 Hammersmith Road, London , W14 8UD
Telephone via the CJSM Helpdesk 0870 010 8535





10. I understand that authorisation to use Tablet Computers, Smartphones etc has to be obtained from the MOJ before they can be used on CJSM.
11. I confirm that all portable computers or devices, e.g.USB flash drives, that will be used for sending/receiving CJSM email or for storing "Restricted" data, are appropriately protected against unauthorised use and that data is encrypted to safeguard against unauthorised disclosure.
12. I confirm that a firewall is being used to protect my IT system(s) and that it is frequently monitored, maintained and not disabled.
13. We confirm any wireless installation over which CJSM is intended to be used will be secured to WPA/WPA2/WPA 2 Enterprise standards and is supplied by a known and trusted source (i.e. not a hotel, café or other hotspot). Any other proposed installation of WiFi will be agreed with MOJ prior to use.
14. I confirm that any machines used to access the CJSM prevent malicious software by running up-to-date Anti-virus and Spyware packages as a minimum and that regular and frequent updates are applied to malicious software control.
15. I confirm that operating system updates and security patches are regularly applied to the machine used to access the CJSM.
16. I confirm CJSM will not be used for the purposes of spamming or advertising. I accept that should I use CJSM in this way I will be immediately disconnected from the service.
17. I confirm that I will only connect to CJSM from within the UK.
18. I confirm that I will inform the MOJ, before accessing CJSM, if any part of the network I will be using is outside the UK. This includes network maintenance and any remote access from outside the UK. I also undertake to inform the MOJ if I (or my organisation) plan to move any part of the network outside of the UK.
19. I note that government organisations that have .gsi.gov.uk, .gsx.gov.uk, gcsx.gov.uk, nhs.net or .pnn.police.uk or similar email addresses are likely to submit their emails to audit procedures as part of normal HM Government policy and that any such monitoring would include any emails that may be sent to them via the CJSM.
20. I note that the MOJ reserves the right to audit my access to CJSM and my compliance with the above Terms and Conditions and I confirm that I will cooperate with the auditors and audit process. I also note that the MOJ would provide at least 4 weeks notice of any such audit.

Signature	Name (please print)	Date	Position
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On behalf of
(Organisation name) _____

