



London Borough  
of Hounslow



# WYPF secure administration User agreement

## 1. Overview and purpose

- 1.1. West Yorkshire Pension Fund (WYPF) uses the *Civica Employer Portal* and the *combined monthly return and remittance* advice to provide the *WYPF secure administration* facility. This allows employers to view and amend data and submit monthly contribution returns securely and remotely, via an Internet browser.
- 1.2. This document outlines the policy adopted by WYPF for the acceptable use of the *WYPF secure administration* facility. Employer users are subject to appropriate permissions, granted by WYPF to access these secure administration facilities.
- 1.3. This policy applies to all authorised users of *WYPF secure administration* and should be read in conjunction with the terms & conditions and any policy and procedures within your Employer's ICT Security Policy.

## 2. Acceptable use

- 2.1 Logging in to *WYPF secure administration* - when accessing *WYPF secure administration* via the Internet further authentication is required.
  - 2.1.1 A unique login name and password are issued to each user
  - 2.1.2 Each user must initially log in to the *Civica Employer Portal* using their unique login and password. The user will then be prompted to change their initial password. Passwords must comply with the guidelines in the terms & conditions.
- 2.2 Personal identifiable data printed or saved locally on the computer used to access *WYPF secure administration* must be treated confidentially, securely and in accordance with the Data Protection Act 1998. Measures must be taken to ensure that this data is not accessed by, or disclosed to, unauthorised persons, as stipulated by the Employer's own ICT Security Policy.
- 2.3 Users must completely log out of *WYPF secure administration* when they have finished.

## 3. Prohibited use

- 3.1 Users must not disclose their Login names, Passwords or Security Questions or visibly record them on or near the computer providing access to *WYPF secure administration*.
- 3.2 The use of another person's Login name or password is not permitted.
- 3.3 Any use of the facility except as directed by your employer.

#### 4. Confirmation and agreement

- 4.1 I will not share my Login name or password or allow others to use my account.
- 4.2 I understand that I am responsible for all activities recorded against my account.
- 4.3 I have read and understood this user agreement, and the terms & conditions, under which access to *WYPF secure administration* is granted.
- 4.4 I understand that WYPF may revoke my access to *WYPF secure administration* if I fail to comply with this Acceptable Use Policy.
- 4.5 I understand that upon leaving employment I must inform WYPF that I am leaving so that they can deactivate my account.
- 4.6 **Applies to Main Contacts only:** I will confirm that all our authorised contacts comply with condition 4.5 above, and will notify WYPF immediately of any authorised members of staff who leave.
- 4.7 I will inform WYPF if my circumstances change which requires a new user agreement (i.e. change of name)

**Print name**

**Signature**

**Date**