

## **LSE Research Laboratory Guidelines for Remote Working when accessing Sensitive Data**

**Description:** The London School of Economics Research Laboratory (RLAB) guidelines for Remote Location Working on sensitive data held on RLAB remote access servers

### **Introduction**

The availability of sensitive secondary data resources underpins the work of the LSE RLAB research programmes. Therefore, the security, confidentiality and good management of data resources are key to the success of the RLAB and to retaining the confidence in our systems of secure data providers. Failure to secure data access increases the risk of legal sanctions and reputational loss from which it may be difficult to recover.

### **Purpose**

This document outlines LSE RLAB guidelines for users accessing sensitive data stored on RLAB remote access servers from outside the LSE.

### **Scope**

These standards are applicable to, and will be communicated to, all members of the RLAB using sensitive data on RLAB remote access servers.

For the purposes of this document the RLAB includes the following research centres: CASE, CEP, SERC, CVER, WHAT WORKS CENTRES (2) (for Local Economic Growth and for Wellbeing) and STICERD.

This document is relevant to users of both LSE owned and personal laptop and desktop computers (though LSE-owned equipment is the preferred option from maintenance, compatibility and virus protection standpoints.)

### **Guidelines**

1. You may only connect to the server by using the LSE or RLAB VPN: for installation see <http://rlab.lse.ac.uk/itsupport/help/mapdrives/vpn.asp>

2. You may only access the server from a private location, not from public areas, for example coffee shops, or airports.
3. You may only use known secure private network connections, not free networks, which are easily snooped upon, generally found in airports and hotels and an increasing number of public places.
4. You must ensure your computer has an automatic screen lock turned on, so that if the device is left for a short period of time the machine will lock and require a password to gain access. We recommend a maximum time limit of five minutes until it locks.
5. You must ensure your computer has a password to access it and that it is required every time you turn on the computer.
6. You must ensure any password that is set on the computer is changed regularly, our advice is at a minimum to change it in line with the annual change of your RLAB password.
7. You must ensure the password you use meets LSE's complexity rules (<http://www.lse.ac.uk/intranet/LSEServices/IMT/infosec/resources/yourLsePassword.aspx>)
8. If your remote computer is shared with anyone else it must have a different account set-up to the one you use to access the RLAB server.
9. Do not cache any credentials you use to access the server, either in the VPN client or in the remote access software. This will require you to enter your RLAB password to connect each time you want to access the server.
10. Any device accessing the server must be fully updated and running an updated version of the LSE anti-virus software Sophos.
11. Any device accessing the server must be fully patched and regularly kept up to date – both the Operating System and all applications
12. Any integrated firewall product contained in the Operating System (e.g. Windows or Mac) must be switched on.
13. If you are outside the United Kingdom make sure you have written confirmation from the data provider that you are allowed to access the sensitive data server. A lot of providers restrict this.

14. If you are using a computer based at another institution or work place, when you leave please make sure the IT team delete your profile on the machines you have used to access the data server, or if possible request the machine to be wiped.
15. We recommend that the hard drive on the machine from which you are remotely accessing the server is encrypted. This is now easy to do both on Microsoft Windows and Apple OS X and has very little impact on the performance of the computer. For help with setting this up please see the IT team.

## **Reporting**

16. Any actual or suspected breach of data security must be immediately reported to the RLAB Manager who will take appropriate action and inform relevant authorities.

## **Support**

17. For help with setting your computer up using these guidelines please see the RLAB IT team or the help resources on the RLAB-IT website.

## Reference documents

- RLAB Sensitive Data Security Standard  
[http://rlab.lse.ac.uk/itsupport/downloads/2017/LSE\\_Research\\_Laboratory\\_Data\\_Security\\_Standards.pdf](http://rlab.lse.ac.uk/itsupport/downloads/2017/LSE_Research_Laboratory_Data_Security_Standards.pdf)
- RLAB Data Security Standard  
[http://rlab.lse.ac.uk/itsupport/downloads/2017/LSE\\_Research\\_Laboratory\\_Security\\_Standards\\_for\\_Sensitive\\_Data.pdf](http://rlab.lse.ac.uk/itsupport/downloads/2017/LSE_Research_Laboratory_Security_Standards_for_Sensitive_Data.pdf)
- RLAB Data Security Form  
[http://rlab.lse.ac.uk/itsupport/downloads/2017/LSE\\_Research\\_Laboratory\\_dataform.pdf](http://rlab.lse.ac.uk/itsupport/downloads/2017/LSE_Research_Laboratory_dataform.pdf)
- RLAB Sensitive Data Security Form  
[http://rlab.lse.ac.uk/itsupport/downloads/2017/LSE\\_Research\\_Laboratory\\_sensitiveform.pdf](http://rlab.lse.ac.uk/itsupport/downloads/2017/LSE_Research_Laboratory_sensitiveform.pdf)
- RLAB Remote Working Guidelines  
[http://rlab.lse.ac.uk/itsupport/downloads/2017/LSE\\_Research\\_Laboratory\\_Remote\\_Working\\_guidelines.pdf](http://rlab.lse.ac.uk/itsupport/downloads/2017/LSE_Research_Laboratory_Remote_Working_guidelines.pdf)
- Conditions of Use of IT Facilities at the LSE  
<http://www.lse.ac.uk/intranet/LSEServices/IMT/about/policies/condits.aspx>
- LSE Information Security Policy  
<http://www2.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/infSecPol.pdf>
- LSE IT Services Password Policy  
<http://www.lse.ac.uk/intranet/LSEServices/IMT/about/policies/documents/passwords.pdf>
- LSE Information Classification Standard  
<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/infSecStaIT.pdf>

<u>Key Contacts</u>	
Nigel Rogers RLAB and CEP Manager (covering CVER, SERC, What Works Centres)	02079557596 <a href="mailto:n.rogers@lse.ac.uk">n.rogers@lse.ac.uk</a>
Jane Dickson STICERD and CASE Manager	02079556679 <a href="mailto:j.dickson@lse.ac.uk">j.dickson@lse.ac.uk</a>
Nic Warner RLAB Information Technology Manager	02079557432 <a href="mailto:n.s.warner@lse.ac.uk">n.s.warner@lse.ac.uk</a>
David Coombe Director, LSE Research Division	02079557114 <a href="mailto:d.coombe@lse.ac.uk">d.coombe@lse.ac.uk</a>
Laurence Horton LSE Library Data Manager	<a href="mailto:Datalibrary@lse.ac.uk">Datalibrary@lse.ac.uk</a>
Jethro Perkins LSE Information Security Manager	02079556641 <a href="mailto:j.a.perkins@lse.ac.uk">j.a.perkins@lse.ac.uk</a>
Rachael Maguire LSE Records Manager (advice on DPA etc)	02079554622 <a href="mailto:r.e.maguire@lse.ac.uk">r.e.maguire@lse.ac.uk</a>

## Document Control

Access Limitations:	None
Creator	Nicholas Warner, RLAB IT Manager
Maintainer:	Nigel Rogers, RLAB Manager Nicholas Warner, RLAB IT Manager
Replaces	None
Review period:	This document is reviewed every 12 months. If no changes are required a new version is not released.
Is related to:	RLAB Research Data Security Policy RLAB Sensitive Data Security Standards RLAB Data Security Agreement RLAB Sensitive Data Security Agreement RLAB Remote Working Guidelines Procedures for Accessing the RLAB Secure Server Conditions of Use of LSE IT facilities LSE Information Security Policy LSE IT Services Password Policy LSE Information Classification Standard

## Version History

Version	Notes	Last Amended
1.00	Drafted by Nicholas Warner	30/09/2016
1.00	Passed to Jethro Perkins and Nigel Rogers for comment	30/09/2016
1.01	Redrafted and finalised by Nicholas Warner	10/02/2017