

Standard Operating Procedures (SOP) for:			
<b>Disconnection From The System</b>			
SOP Number:	<b>DG21</b>	Version Number:	<b>1</b>
Effective Date:	<b>15 July 2014</b>	Review Date:	<b>23/06/2015</b>

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Reviewer:	<b>Ian Douglas, Head of IT Security</b>

Authorisation:	
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Date	<b>15 July 2014</b>

Accountability:	
Position	Directors/ Heads of Department
Responsibility:	
Position	Directors/ Heads of Department Users

Revision History			
Version	Description	Author	Date
1	Initial version.	William Mordaunt	26/04/2010
1	Annual Review – No Change	Ian Douglas	23/06/2014

Purpose and Objective:	
To ensure that inactive connections to the College's systems shall be terminated after a defined period of inactivity to prevent access by unauthorised persons.	

SOP Text
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	Responsibility	Activity
1.	IT Services / Users	College PCs and workstations shall have password-enabled screen savers configured so that the screen contents are erased and the device secured against unauthorised access after a defined period of inactivity.
2.	IT Services / Departments Operating Computer Systems	Systems accessed using thin-client or web-based interfaces shall have session timeouts configured so that the session is automatically disconnected after a defined period of inactivity. The actual timeout periods will be agreed between the system owners and IT Services, or the department operating the system, according to the sensitivity of the data in the systems accessed.