

## OSCAR II usage policy

### OSCAR II user account conditions of use

#### 1 Introduction

This document defines the guidelines that OSCAR II account holders must follow. **HMT reserve the right to suspend or revoke OSCAR II User Account access where these Conditions of Use are not followed.**

#### 2 Conditions of use

New OSCAR II Account users must, prior to being given access to the OSCAR II system read and comply with these Conditions of Use.

These Conditions of Use can be shared electronically to existing users.

#### 3 Acceptable use

OSCAR II User Accounts are allocated to access OSCAR II for legitimate business purposes only, and must never be used in any way which:

- damages the OSCAR II system
- breaks any law, or any contractual or licence requirements associated with the OSCAR II software, or any other requirement placed upon users of OSCAR II
- causes offence to colleagues

No private usage of the OSCAR II system is permitted while using OSCAR II accounts, and restrictions are applied to the accounts for that reason.

OSCAR II Users apply to have accesses to individual Business Processes. The Business Processes that OSCAR II will support includes:

OSCAR II Business Processes
Cash Management
Country and Regional Analysis (CRA)
Budgets & Estimates Process (Plans)
Forecast outturn
Government Major Projects Portfolio (GMPP)
Public Finance Initiative (PFI)
Public Sector Finances (PSF)
Whole of Government Accounts (WGA)
Workforce and Pay Remit (WPR)

Each Business Process will be managed by a designated Business Process Owner.

Access to services and data on the OSCAR II system is on a strictly need-to-use basis as determined by Process Owners and business need. OSCAR II users are not permitted to exceed their access privileges to the OSCAR II system.

Unauthorised usage or breach of the Conditions of Use will result in suspension or revocation of the relevant OSCAR II account(s).

#### 4 Sharing log-ins

OSCAR II account users **must not** share their OSCAR II account or associated password with any other person. They should be remembered and not written down unless absolutely necessary. For any passwords that might be written down, the written copies must be handled securely and disposed of in a secure manner as soon as they are no longer required. Passwords must be changed immediately where it is suspected that a password has become known to any unauthorised person.

Log-ins to OSCAR II, are allocated to a named individual. Only that person can use that log-in. **Under no circumstances can log-ins be shared.** Any breach will be considered to be a very serious matter and treated accordingly. Such breaches could lead to legal action and/or departmental embarrassment.

If a Process Owner and/or FACT become aware of log-ins being shared, the licence allocation(s) involved will be immediately revoked, and all of those involved in the breach will be refused licence allocations in the future. The licence condition breach will also be reported to the persons' line management for appropriate local action to be taken.

#### 5 Account creation/revision

Any request from a prospective or existing OSCAR II user to request or revise their access to OSCAR II will be via the following process.

1. The required OSCAR II Access Management form will be downloaded from One Finance or Gov.uk as appropriate. The same form has also been designed to cater for revision to an existing OSCAR II User's access or a request for a revocation of a user's OSCAR II access.
2. Once the form is completed it will be e-mailed to the Department/Organisation's User Authoriser.
3. Details of all Departmental User Authorisers will be published on One Finance.

4. WGA Local Government and Public Corporation User Authorisers will be processed by the WGA Process team as their WGA User Authoriser. A unique version of the Access Management form has been created and can be downloaded from [Gov.uk](http://Gov.uk).
5. The User Authoriser upon receipt of a new account request or an account revision will review the form. If they are content with the request, they will approve it and forward the form to the OSCAR II Managed Service provider, Deloitte Managed Services (DMS), to execute the request on OSCAR II.
6. All User Authorisers will be Users of OSCAR II and understand and take responsibility for the consequences of approving a new user or revising an existing user's access.
7. User Authoriser checks will include but not be limited to:
  - a. Does the request look reasonable?
  - b. Has the e-mail been received from the correct domain, e.g. requests from domains such as gmail, Hotmail etc accounts are not permitted
  - c. The request isn't a duplicate for an existing OSCAR II User.
  - d. That the requestor's domain name and access request looks "sensible" or that the e-mail is from a known generic mailbox (for known Shared Service organisations). Where it looks to be irregular the User Authoriser will perform additional investigations before deciding whether to approve or reject the request.

## 6 End of account

Deloitte Managed Services (DMS) via the Process' OSCAR II User Authoriser must be notified immediately **IF** it becomes known that a User account is no longer needed, at which point access to OSCAR II will be revoked and the user's email address will be removed from any OSCAR II circulation lists.

FACT and/or Process Owners can periodically request DMS to query the OSCAR II system to determine if there are any User accounts that have not been used within a particular period. Typically this will be every six, twelve or twenty four months but can be more or less frequent as required by the Process Owner. For the avoidance of doubt, use in this case is defined as a successful log in into the Production OSCAR II system via OKTA. This definition may change in the future.

The Process Owners will contact those Users and/or their User Authorisers whose accounts are found to have been inactive for the requested period to confirm whether or not the account is still required. If no response is received within 7 working days then the account may be suspended.

If a user is out of the office, or otherwise unable to reply and their account is deactivated then they will need to raise a new request for access which must be authorised in the usual way by their OSCAR II User Authoriser.

## 7 Declaration

All OSCAR II Users are directed to the existence of this policy document when they apply to be OSCAR II Users as reference to this policy and its location is included in all of the OSCAR II Access management forms. By completing any such OSCAR II User application they are deemed

to have read and understood the OSCAR II Conditions of Use detailed within this document and agree to comply with these in full.