
Usage policy for West Midlands Pension Fund UPM2 application and web portal

The policy prohibits the use of data for illicit purposes (including violation of any law or regulation).

Unauthorised disclosure of confidential or personal information or the unauthorised use of corporate information is forbidden.

Access to Scheme member data is for the sole use of your employer in undertaking its business. Access by users, via a corporate or external network, is solely for this purpose.

There must be no unauthorised disclosure of personal data. Personal data may only be disclosed when authorised by the officers who are responsible for the data, in accordance with data protection legislation and your employer's policies and procedures. Disclosures (and all forms of data processing) must only be made in accordance with the current data protection legislation.

Each user must have a unique logonid (user account) supplied by the West Midlands Pension Fund. The user will be responsible for any actions performed by their logonid.

The use of another person's logonid is not permitted.

- a) Users will not disclose their passwords or visibly record them on or near equipment providing access to networks or systems.
- b) Where a default password is assigned to a user for first access, the user must change this initial password straight away.
- c) Passwords must be a minimum of six alphanumeric characters in length, must not contain elements of the logonid and must be changed regularly (a maximum duration period will be enforced). In addition, measures will be implemented to prevent the repeated use of frequently used passwords.
- d) Passwords will only be reset and logonids released for use if a request is received in an email from the owner of the logonid.