



POLICY / PROCEDURE TITLE		DATE OF APPROVAL
NCG Network Access Control Policy		February 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	1.4	February 2025

<b>OWNER</b>	NCG IT Security Lead		
<b>GROUP EXECUTIVE LEAD</b>	Chief Information Data & Estates Officer (CIDEO)		
<b>DOCUMENT TYPE</b>	Policy <input checked="" type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input type="checkbox"/>
<b>PURPOSE</b>	The purpose of this policy is to ensure that only users who are authenticated and devices that are authorised and compliant with security policies can gain access to the network.		
<b>APPLICABLE TO</b>	All users who have access to NCG networks and systems.		
<b>EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
<b>KEY THINGS TO KNOW ABOUT THIS POLICY</b>	<ol style="list-style-type: none"> <li>1. NCG protects its networked services from unauthorised access by ensuring that appropriate security devices are in place between the NCG network and the Internet. A password authentication mechanism must be applied for users and equipment, and control of user access to information services is enforced.</li> <li>2. The networks and network services, and their access rights, which are allowed to be accessed, are detailed in the network connectivity diagram held by the NCG Head of Infrastructure. Authorisation procedures are used to ensure that users only have access to those services and networks that are appropriate for their role and to their business needs.</li> <li>3. Management controls and procedures that are used to protect access to network connections and network services are identified in the NCG Users Access Management Procedures document that also sets out the means by which network services may be accessed.</li> </ol>		
<b>EXPECTED OUTCOME</b>	Readers are expected to understand the organisational position on network access, know their responsibilities in relation to the policy and comply with the terms of the policy.		

**MISCELLANEOUS****LINKED DOCUMENTS**

- NCG User Access Management Procedure
- NCG Network Diagram

**KEYWORDS**

- Network
- Access
- Controls
- Users

## Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	This is an industry standard policy required under NCSC CAF Guidance.		

## **1. GENERAL POLICY STATEMENT**

- 1.1 NCG protects its networked services in line with its Access Control Policy from unauthorised access, ensuring that appropriate security devices are in place between the NCG network and the Internet. A password authentication mechanism must be applied for users and equipment and that control of user access to information services is enforced.

## **2. RESPONSIBILITIES**

- 2.1 The networks and network services, and their access rights, which are allowed to be accessed, are detailed in the network connectivity diagram held by NCG Head of Infrastructure.
- 2.2 Authorisation procedures are used to ensure that users only have access to those services and networks that are appropriate for their role and to their business needs.
- 2.3 Management controls and procedures that are used to protect access to network connections and network services are identified in the NCG Users Access Management Procedures document that also sets out the means by which network services may be accessed.

## **3. STATEMENT ON POLICY IMPLEMENTATION**

- 3.1 Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

## **4. STATEMENT ON EQUALITY AND DIVERSITY**

- 4.1 NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).
- 4.2 This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

## 5. STATEMENT ON CONSULTATION

This policy has been reviewed in consultation with members of the Information and Data Services team and subsequently with members of the Policy Review Council as part of the policy review and approval process.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1.0		Annual review and update	N/A	01/05/15
1.1		Annual review and update	N/A	01/08/16
1.2		Annual review and update	N/A	01/05/18
1.3		Annual review and update	Director IDES	01/09/22
1.4		Annual Review and update format to new template.	NCG IT Security Lead	17/01/23