

iGT UNC Ancillary Document
Password Protection Protocols

1. Introduction

This document sets out the operating principles for the password protection of specified “Protected Information” ‘in the iGT UNC under Section K clause 23 - relating only to the provision of invoice supporting data and Portfolio Extracts

2. Password Preparation

Passwords are to be chosen by the Pipeline User, will be a minimum of eight characters long and will contain at least one upper case character, one number and one special character - for example: F2CRes&A

Passwords are to change on the first of each month and will apply to the whole of the calendar month

Every quarter the Pipeline Users will issue a schedule of passwords for the coming three months which should be submitted to the Pipeline Operator one month in advance. The passwords will be provided by 1st December for the months of January to March, on the 1st March for the months of April to June, the 1st June for the months July to September and the 1st of September for the months of October to December.

Software utilised for password protection should be that contained within the software, where applicable (Microsoft applications) or for zipped files the default requirement would be WinZip7 (NB this is a commonly available product which is free to download.), unless both the Pipeline Operator and the Pipeline User agree an alternative.

3. Application of Passwords to Data

The password will apply to all types of email attachments and CD or DVD containing the above detailed data

In the event that the data covers a period exceeding a calendar month, the password applied will relate to the start period of the data contained in the attachment. For example:

Portfolio data covering the period 1st January to 30th June - the January password will apply.

For historic data previously provided before the implementation of this protocol, each Pipeline User will provide a password, conforming to the standard defined above, which will be used by the Pipeline Operator for the re-provision of any historic data of any period, which may also exceed a calendar month