Taxi & Limousine Commission

USER RESPONSIBILITIES POLICY AND CONFIDENTIALITY AGREEMENT

The Policy

All users of City of New York Systems must comply with Citywide Information Security Policies.

Information Protection Responsibilities

1. All users, consultants, and contractors are responsible and accountable for safeguarding information assets from unauthorized modification, disclosure, and destruction.
2. Critical data must be protected by appropriate physical means from modification, theft, or unauthorized access. Any removable media must meet the requirements set forth in the TLC Non-Computing Storage Device Policy.
3. Users may not install unauthorized access points (wired or wireless) to CityNet.
4. Confidential agency or personal data must be controlled in accordance with pertinent regulatory requirements, City of New York policies, and TLC policies.
    a. Access to electronic data should be appropriately limited to users.
    b. Documents classified NON-RESTRICTED, SENSITIVE, or RESTRICTED must be filed and stored appropriately when not in use.
5. When faxing information classified higher than NON-RESTRICTED, the recipients should be called in advance to ensure the fax is properly managed upon receipt.
6. When finished faxing, copying or printing all documents should be removed from the common area.
7. Users must screen lock their active workstations when left unattended.
8. Users must utilize passwords to protect city-issued mobile devices and voice mail systems.
9. All City of New York assets must be returned upon a user's end of employment or conclusion of contract.

Password Confidentiality

10. Individual users must properly protect credentials[1] for their accounts. Individual credentials must never be shared.
11. The use of shared logins/accounts is prohibited.
12. Writing down passwords is strongly discouraged. Passwords that are written should be appropriately stored to prevent disclosure to anyone other than the individual user. Passwords that are written should not reference the account or data store they protect.

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[1] *Detail entered to gain access to a system. Normally credentials consist of a user ID and password combination.*

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Password Requirements

13. Passwords must be constructed in accordance with the Citywide Password Policy. They must have a minimum of eight (8) characters and consist of at least one (1) alphanumeric character and at least one character which is numeric or a special character.
14. Passwords should not be composed of easily guessed words, such as words found in dictionaries, a user's own user IDs, proper names, or other criteria that can be associated to the user.
    a. Users should not select passwords that contain personally identifiable numbers such as their phone extension, Social Security number or home zip code.
15. PINs for mobile devices and voicemail must be a minimum of four (4) digits.
16. Passwords must be changed every ninety (90) days.
    a. Passwords cannot be changed more than once a day unless performed by IT Support.
    b. Users cannot reuse any of the past four (4) passwords.

Privacy and Confidentiality Considerations

17. Computer systems and all related computing equipment are the property of the City of New York. Users have no right to privacy when using City computing resources. All content and traffic on CityNet may be monitored and reviewed by management.
18. Unauthorized use of computing resources may result in disciplinary actions.
19. Impersonating another user is explicitly prohibited.

Acknowledgement

I, _____, state that on_____, I received and read the City of New York "User Responsibility Policy and Confidentiality Agreement". I further state that I understand the contents of the User Responsibility Policy and Confidentiality Agreement and agree that I will comply with all requirements thereof. I further acknowledge that any disclosure or misappropriation of information in violation of the User Responsibility and Confidentiality Agreement may cause irreparable harm to the security of the City of New York.

Acknowledged and Agreed:

Name:

Title:

Date: