

Account Management Policy

A Parliamentary network account is an individual identity issued to a user who is authorised to access Parliamentary resources, for business purposes, on Parliamentary network infrastructure.

Eligibility for a PN account

A Parliamentary network account will be created for Members of the House of Commons when they are elected and, for Members of the House of Lords, when they are introduced to Parliament.

In order to qualify for a Parliamentary network account individuals must have been issued with a valid Parliamentary pass number by the Parliamentary Pass Office.

Requests to be issued with a Parliamentary network account (for those other than Members of the House of Lords or the House of Commons) must be made by an 'account sponsor'.

These account sponsors must be one of the following:

For new users working for Members of the House of Commons or House of Lords:

- The Member that the account user will be working for or,
- Someone who has been given approval (via the Digital Service's 'Delegated Authorisation for Members Account' process) to make a request on behalf of the Member that the account user will be working for.

For new users working for the House of Commons/Lords Administration:

- The line manager who will manage the account user.

Contractors, consultants and 3rd Party suppliers.

Parliamentary network accounts may also be issued to contractors, consultants and 3rd Party suppliers where there is a business need for them to have one. The sponsor in these cases may be an HR representative, contract manager or the new user's prospective line manager (depending on the circumstances of the request).

In all cases:

- The sponsor must be a Parliamentary passholder

New Users/Access control

To request an account the account sponsor must initiate Digital Service's 'new user account creation process'. To do this the account user's account sponsor must complete the Parliamentary Account Request Form and pass it to the Digital Service Support Desk.

As standard Parliamentary accounts will be set up with the account setting described at Annex A.

When completing this form the sponsor will be asked to specify:

- Which shared network folder locations the account user requires access to (and what type of access to them they need).
- Whether the new user requires access to any additional mailboxes

Exceptions

Any exceptions or exemptions from this policy require authorisation from a Digital Service director on advice from Digital Service Security and Risk Management Team staff; to be confirmed at board level (Operations or Directors Board).