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1.2 Online Submission and PEC Request Service Security Guidelines

1.2.1 Purpose of the Security Guidelines

These Security Guidelines are established to ensure that all users of the service observe a level of security that safeguards the online service as a whole and does not jeopardise the security or interest of any other user or organisation.

1.2.2 Conditions for Secure Connection

Your organisation has agreed to abide by the set of “Conditions for Secure Connection” which places obligations on it to abide by a set of conditions to enforce effective security in its use of online services within your organisation. Should you breach the guidelines set out here, you may place your organisation in breach of its obligations. The CEC, at its own discretion, can withdraw the access rights enjoyed by your organisation.

1.2.3 Your Obligations

You must:

- Use the online services in a professional and proper manner.
- Recognise that all information accessed remains copyright of the CEC.
- Keep your password secure and not disclose it to any other individual, nor hold it as a default within browsers, macros, function keys, etc.
- Not allow your account to be used by any other individual.
- Ensure that your pc has a time-out function that clears data from the screen and requires password re-entry following a period of inactivity of more than 10 minutes, before resumption of access to the connection.
- Report any actual or suspected security breach to your organisation’s nominated security representative or to the CEC Help Desk or supply e-mail address.
- Immediately change your password should there be a suspected or actual security breach, or should you believe that your password may have been compromised or disclosed.

1.3 Copyright

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1.4 Use of the Clipboard

This application uses the clipboard and any images or information you may have already placed on the clipboard will be deleted. You must save information you do not wish to lose before signing it in to use the online services.

1.5 Failure to meet obligations

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