

# IGT UNC ANCILLARY DOCUMENT

## PASSWORD PROTECTION PROTOCOLS

~~28th June~~February 201920 Version 4.0

### Change History

Version	Change	Date
1.0	First Issue	December 2010
2.0	iGT044	22 <sup>nd</sup> February 2013
3.0	iGT074S	1 <sup>st</sup> June 2017
4.0	IGT118V	28 <sup>th</sup> June 2019
<u>5.0</u>	<u>IGT130</u>	<u>February 2020</u>

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## IGT UNC Ancillary Document

### Password Protection Protocols

#### 1. Introduction

1.1 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 sent between the Pipeline User and Pipeline Operators.~~

#### 2. Password Preparation

2.1 Passwords are to be bilaterally agreed between the Pipeline User and the Pipeline Operator, which must be in line with data security requirements.

2.2 If a Pipeline User has failed to provide the Pipeline Operator with a password, individual passwords will be created by the Pipeline Operator for those defaulting Pipeline Users to enable the Pipeline Operators compliance. All passwords will be unique to each Pipeline User ~~and must conform to the above password configuration. which~~ The Pipeline Operator will then communicate ~~this password~~ to the Registered User.

2.3 Passwords are to change 3 times a year to coincide with the planned Network Code release times each year, so new passwords will be provided for use from the 1<sup>st</sup> March, 1<sup>st</sup> July and 1<sup>st</sup> December, The IGT UNC ~~administrator Representative~~ is required to remind parties of the forthcoming changes by putting the topic on the Modification Panel Agenda the month preceding the issue of the new passwords. In the event that a Pipeline User needs the passwords changed outside of this timeframe, the Pipeline Operator will do this on an ad hoc basis.

2.4 The Pipeline Users will provide the passwords to the Pipeline Operator at least one month in advance of the application ~~of the passwords~~. If the Pipeline User fails to provide a replacement password, the Pipeline Operator will create a password for the Pipeline User in line with paragraph 2.2.

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#### 3. Application of Passwords to Data

3.1 The password will apply to all emails sent containing ~~any Protected Information as required in the IGT UNC Section 23. If a password cannot be applied to the body of an email, then the 'protected information' should be sent in an encrypted email attachment.~~

3.2 In the event that the data covers a period over-arching a password change being applied, the password applied will relate to the month in which the communication is sent.

#### 4. Invoicing Supporting Data

4.1 The 'Header Creation Date' from the T01\_IGT\_INV\_HEADER of the IGT Transportation Invoice Charges Template is used to select the respective

password. For example 02/01/2015 (DDMMYYYY) - The January password would apply.

4.2 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.