Internet Content Filter Exemption Request Form

Version 2.0

This form maybe updated at anytime (without notice) to ensure changes to the *HSE Internet Content Filter Standard* and/or business practices are properly reflected in the form. Please ensure you check the HSE intranet for the most up to date version of this form

http://hsenet.hse.ie/HSE_Central/Commercial_and_Support_Services/ICT/Policies_and_Procedures/Forms

About this request form

This request form must be completed in full (**in block capitals**) by HSE employee's who have a valid HSE work-related reason to access internet content that is otherwise filtered (blocked) by the HSE. The form must be completed on an individual basis, as group requests using a single request form will not be processed.

The request must be approved and signed by the employee's line manager (at General Manager level (or equivalent) or above. **Line managers have a responsibility to ensure they only approve and sign access requests on behalf of HSE employees, once they are satisfied the employee has a valid HSE worked related reason to access all categories and subcategories marked on the access request form.**

HSE employees are not permitted to approve their own access requests. In situations where the employee requesting the access holds the position of General Manager, the request must be approved by the employees Assistant National Director or above. In situations where the employee requesting the access holds the position of Assistant National Director, the request must be approved by the employees National Director or above.

Employee' should note, access to the technical user access groups (see section 2C of this form) is restricted to the **relevant HSE ICT personnel only.**

The ICT Directorate reserves the right (without prior notification) to restrict or block access to certain categories or subcategories of internet content, which are identified as having a negative impact on the performance of HSE network, information systems and/or equipment.

The completed request form must be posted or faxed back to the employee's local ICT Helpdesk / Call Centre. Incomplete and/or illegible request forms will not be processed and will be returned to the sender.

Section 1.0: HSE Employee Details

Name (Block Capitals): …………………………………………………………….........................

Personnel Number: ………………………………………………………….............................

User network ID (example psmyth1): ………………………………………...............................

Directorate / Service Function: ……………………………………………………………………

Location: …………………………………………………………………………………………….

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Telephone number: …………………………………...……………………………………………

HSE email address: …………………………………………………………………………….

Section 2.0: Internet Access Details

Please tick each category **and** subcategory of blocked (filtered) internet content you require access to

2A. Custom User Access Groups

Please tick each category/subcategory of blocked (filtered) internet content that you wish to have access to.

☐ **Adult Material**	☐ **Bandwidth PG**	**Entertainment**
☐ Sex	☐ Internet Radio & TV	☐ **MP3 & Audio Download**
☐ Nudity	☐ Streaming Media	
☐ Adult Content		

☐ **Miscellaneous**	☐ **Productivity PG**	**Internet Communications**
☐ Image Servers	☐ Message Boards & Clubs	☐ Web Chat
☐ Dynamic Content	☐ Advertisements	
☐ Images (Media)	☐ Online Brokerage & Trading	
	☐ Instant Messaging	

Society & Lifestyles	☐ **Gambling**	☐ **Illegal / Questionable**
☐ Social Networking	☐ **Games**	☐ **Racism & Hate**
☐ Blogs & Personal Sites	☐ **Weapons**	☐ **Tasteless**
☐ Personals & Dating	☐ **Military & Extremists**	☐ **Violence**
		☐ **User Defined**

2B. External Health & Governmental Email Servers

Only complete this section, if you wish to request access to an external <u>health or governmental</u> email server. Access to all other types of external email servers (for example Hotmail, Gmail, eircom mail, etc) is strictly prohibited in accordance with the *HSE Internet Content Filter Standard*.

Please enter the full internet address of the external health or governmental email server you require access to (for example – RCSI https://webmail.rcsi.ie/ , Mater Hospital http://www.mater.ie/webmail.htm):

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2C. Technical User Access Groups

This section is for the use of the ICT Directorate only

Access to these categories / subcategories is <u>restricted to the relevant ICT personnel only</u>. If this section of the form is ticked by non ICT personnel, the entire request form will be considered **null and void.**

Bandwidth PG
- ☐ Peer-To-Peer File Sharing
- ☐ Personal Network Storage & Backup

IT Technology
- ☐ Hacking
- ☐ Proxy Avoidance
- ☐ URL translation
- ☐ Web Hosting
- ☐ Web & Email Spam

☐ **Security PG**
- ☐ Bot Networks
- ☐ Spyware
- ☐ Malicious Software & Websites
- ☐ Malicious Embedded Link
- ☐ Malicious Embedded iFrame
- ☐ Keyloggers
- ☐ Phishing & Other Frauds
- ☐ Potentially Unwanted Software
- ☐ Suspicious Embedded Link

Miscellaneous
- ☐ Private IP Addresses
- ☐ File Download Servers
- ☐ Network Errors

Productivity PG
- ☐ Freeware & Software Download
- ☐ Pay-To-Surf

Section 3.0: Business Rationale

This section must be completed in full, as failure to do so, may result in your request being denied

Please give a <u>detailed business</u> reason (in block capitals) for **each category and /or subcategory** of blocked internet content you require access to. As a minimum the business case for each category / subcategory should include (1) why you need access to each category / subcategory, and (2) how access to each category / subcategory is relevant to your current HSE role:

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Section 3.0: Business Rationale (Cont.)

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Section 4.0: HSE Employee Declaration

I have read and I understand the *HSE Electronic Communications Policy* and all other relevant IT related policies (http://hsenet.hse.ie/HSE_Central/ICT/Policies_and_Procedures/) and I agree to be bound by the terms therein. I understand and agree that the internet access which I have requested must only be used by me for official HSE business purposes and must not be shared with others including my HSE work colleague's. I also understand that any abuse of this internet access by me may lead to the removal of my internet access and could depending on the nature of the abuse, lead to disciplinary action, including suspension and dismissal as provided for in the HSE disciplinary procedures. I further understand that this level of internet access will be the subject of additional monitoring and the results of this monitoring maybe passed onto my line manager.

Signature: ……………………………………………………………………………………………………

Print Name: …………………………………………………… Date: ………………………………………

Section 5.0: HSE Line Manager Authorisation

This section must be completed (In block capitals) by a HSE employee holding the position of General Manager (or equivalent) or above.

Name (Block Capitals): ……………………………………………………………………………………

Grade / Job Title: ....

Location: ……………………………………………………………...

Contact Telephone Number: ……………………………………………………………………………

HSE Email Address: …………………………………………………………………………………….

I have reviewed this access request submitted on behalf of the above (as outlined in section 1.0) named HSE employee and I am satisfied that all categories and subcategories of internet content requested by the employee are appropriate, necessary and relevant to the employees current role within the HSE.

Signature: …………………………………………………………………………………………………

Print Name: ………………………………………………… Date: ………………………………….

It is the responsibility of individuals to ensure that all sections of the request form are completed in full as incomplete or illegible request forms will not be processed and will be returned to the sender.

The completed request form must be posted or faxed back to your local ICT Helpdesk / Call Centre.