

May 2024

Employer Hub Usage Policy

Employer Hub Usage Policy

- 1.1 The policy prohibits the use of data for illicit purposes (including violation of any law or regulation).
 - 1.2 Unauthorised disclosure of confidential or personal information or the unauthorised use of corporate information is forbidden.
 - 1.3 Access to Scheme member data is for the sole use of your employer in undertaking its business. Access by users, via a corporate or external network, is solely for this purpose.
 - 1.4 There must be no unauthorised disclosure of personal data. Personal data may only be disclosed when authorised by the officers who are responsible for the data, in accordance with data protection legislation and your employer's policies and procedures. Disclosures (and all forms of data processing) must only be made in accordance with the current data protection legislation.
 - 1.5 Each user must have a unique user account supplied by South Yorkshire Pensions Authority. The user will be responsible for any actions performed by their user account.
 - 1.6 An email address used, and associated with an account, must be a unique email address and not a shared mailbox.
 - 1.7 If you no longer require access to a user account, please notify South Yorkshire Pension Authority so the account can be deactivated.
 - 1.8 Please be aware that to assure that data within the system is current and accurate, South Yorkshire Pensions Authority monitor if an account remains active, and if an account hasn't been logged into within 12-months it is subject to being deactivated.
 - 1.9 If you would like to learn more about how South Yorkshire Pensions Authority manages your data and privacy, you can review Data and Privacy information on our website using this link: [Data and privacy \(sympensions.org.uk\)](https://sympensions.org.uk)
2. The use of another person's user account is not permitted.
The conditions are as follows,
 - a) Users will not disclose their passwords or visibly record them on or near equipment providing access to networks or systems.
 - b) Where a default password is assigned to a user for first access, the user must change this initial password straight away.
 - c) Your Password must be between 8-15 alpha numeric characters long, containing at least one uppercase letter (A-Z), and at least 1 numeric character (0-9).
 - d) The 'Forgotten User Details' facility must be used to reset account passwords or to receive a username reminder. Details will be sent to the registered email address.
 - e) One Time Codes are used for 2-Factor Authentication, which means an email address being associated to the account is mandatory

