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# CONTRACT REGISTER ACCEPTABLE USE POLICY

## 1. Purpose

This policy provides guidance to all Authorised Users of the Contract Register to enable consistent and appropriate use of the Contract Register. In addition, it supports the Ministry of Business, Innovation and Employment (the **Co-ordinating Agency**) and Purchasing Agencies to meet their statutory obligations (including but not limited to the Privacy Act, Official Information Act, and Public Records Act).

## 2. Scope

This policy applies to all Authorised Users of the Contract Register as licensed under the Co-ordinating Agency's Service Agreement with the Supplier. It applies to all employees, contractors, and agents of the Co-ordinating Agency and Purchasing Agencies who are provided with a User Account for the Contract Register.

## 3. Policy statements

### (a) Authorised use and password management

- User Accounts are issued on a named Authorised User basis and must not be shared.
- Authorised Users are responsible for all actions performed under their User Account.
- Authorised Users must ensure that passwords used are difficult for others to guess and are not recorded where others may access them.
- If password security is breached, the password should be changed immediately and the Co-ordinating Agency notified via an email to: CRSupport@mbie.govt.nz.
- Passwords must be changed at least every 90 days or as prompted by the software.
- User Accounts for the Contract Register are not for personal use and may only be used for collaboration in relation to contracting activities by Purchasing Agencies.

### (b) Keeping information secure

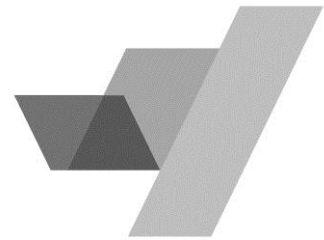
- Authorised Users must not perform actions or use tools that are designed to avoid access and security controls within the Contract Register.

### (c) Security of devices

- Authorised Users must only upload content from an agency PC or laptop.
- PCs and laptops must not be left unattended while logged into the Contract Register.
- Authorised Users must ensure that the device they use to access the Contract Register has up to date virus scanning and firewall software that is up to date and operating effectively.
- Authorised Users must not log into the Contract Register via public internet computers in cafés or similar, or via public Wifi (unsecured or free public Wifi).

### (d) Confidentiality of information

- Authorised Users must not disclose information relating to or stored in the Contract Register to anyone who is not authorised to receive it, which includes distribution or communication in any way.



(e) Act ethically

- Authorised Users must not use the Contract Register in any way that may impact adversely on the reputation or performance of the Co-ordinating Agency, Purchasing Agencies, and Providers.

(f) Restricted acts

Authorised Users will not:

- Use the Contract Register to:
  - store or transmit infringing, defamatory or otherwise unlawful or offensive material, or material which breaches a person's privacy rights;
  - transmit or store computer viruses;
  - interfere with or disrupt the integrity or performance of the Contract Register or any data not belonging to the Purchasing Agency;
- Attempt to copy, modify, create derivative works from, frame, mirror, republish, download, display, transmit or distribute all or any portion of the Contract Register (including software) or documentation;
- Attempt to reverse compile, disassemble, reverse engineer any part of the underlying software used to provide the Contract Register;
- Access all or any part of the Contract Register in order to build a product or service which competes with the Contract Register;
- License, sell, rent, lease, transfer, assign, distribute, display, disclose or otherwise commercially exploit, or otherwise make the Contract Register or documentation available to any third party except Authorised Users.

4. Monitoring usage

Authorised User activity and audit logs will be stored within the Contract Register. These may be monitored by the Co-ordinating Agency and may be used to ensure that Authorised Users are complying with this policy.

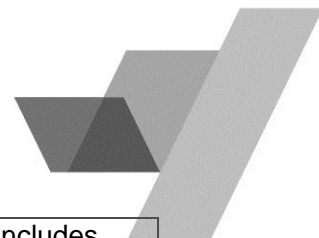
5. Breaches of this policy and consequences

A breach of this policy may expose the Co-ordinating Agency, Purchasing Agencies, and Providers to a wide range of risks. Each User must understand how this policy applies and the implications of its breach.

- For employees of the Co-ordinating Agency and Purchasing Agencies – removal of the Authorised User's access to the Contract Register, performance management and/or disciplinary action.
- For contractors, employees or agents of the Co-ordinating Agency and Purchasing Agencies – one or more of the following: removal of the Authorised User's access to the Contract Register or termination of the Contractor's engagement.

6. Definition of terms

Authorised User	Everyone that has been provided with a User Account by the Co-ordinating Agency or a Purchasing Agency.
Contract Register	Agiloft Inc's software-as-a-service contract management solution, provided by the Supplier, used to share contract information



	between Purchasing Agencies. It includes any equivalent information technology system that supplements or replaces the system in use from time to time.
Outcome Agreement	The Outcome Agreement signed by one or more Purchasing Agencies and a Provider detailing the services to be provided to the Purchasing Agency by the Provider.
Provider	A non-government organisation that is named as the Provider in an Outcome Agreement or an organisation which the Co-ordinating Agency and a Purchasing Agency agree is a Provider.
Purchasing Agency	One or more of the government agencies implementing the Streamlined Contracting Framework for Non-government Organisations, including the Co-ordinating Agency, Ministry of Justice, Ministry of Social Development, Ministry of Education, Ministry of Health, Te Puni Kokiri and Department of Corrections. Other agencies may become Purchasing Agencies from time to time.
Supplier	SaaS Limited.
User Account	Login and password provided by the Co-ordinating Agency or a Purchasing Agency to authorised personnel enabling access to the Contract Register.

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**Document owner:** Ministry of Business, Innovation and Employment

**Help and questions:** For clarification about this policy, or to report a breach, contact [CRSupport@mbie.govt.nz](mailto:CRSupport@mbie.govt.nz).