

			
<h2>BBC Wireless Office Data Network Policy</h2>			
DQ Status	Approved Policy		
DQ Content Authority	Head of Information Security - Julia Harris		
Supplier Authoriser	n/a		
Contact(s) for Help	Julia Harris		
Description	<p>Intended Audience and Use: Applies to employees and contractors working for the BBC and any subsidiaries.</p> <p>This document defines BBC Policy relating to the implementation, configuration and use of wireless technology for connecting BBC Desktop IT equipment (e.g. laptop computers) to the BBC's office data networks in and around BBC locations.</p>		
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Who reviewed	Alan Woodroffe / Julia Harris / Andy Sands, ISSG John Beaver, FM&T Strategy Danyul Organ, FM&T Service Assurance		
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BBC Wireless Office Data Network Policy

BBC Information Security

1 Introduction

This document defines BBC Policy relating to the implementation, configuration and use of wireless technology for connecting BBC Desktop IT equipment (e.g. laptop computers) to the BBC's office data networks in and around BBC locations.

The BBC has a responsibility to ensure the integrity and accuracy of the information it uses to provide its services under the terms of its Charter. The purpose of this Policy is to ensure that the BBC is protected against security risks that could prevent business objectives being met.

Failure to adhere to this Policy may lead to disciplinary action being taken, including termination and / or legal action.

This policy has been drafted by BBC People, Information Policy and Compliance, Information Security and Investigation Services and will be reviewed and updated by BBC Information Security, and ratified by the Information Security Steering Group.

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2 Scope

This Policy applies to:

- the BBC, all subsidiaries worldwide (except where more stringent rules on the part of local jurisdiction takes precedence) and all other parties who are given access to BBC office data networks. This includes BBC staff, business users, BBC technology providers, independent producers, contractors, sub-contractors and agents.
- wireless technology used by equipment [authorised by the BBC] to connect to BBC office data networks. This includes authorised users using wireless technology from within or immediately surrounding BBC locations (e.g. BBC buildings and temporary sites such as Outside Broadcast Units and external conferences).

This Policy does **not** apply to:

- the authority to use Radio Frequency (RF) Spectrum within or around BBC premises (this is/will be covered by a separate Policy).
- the authority to use specific wireless technologies (e.g. IEE 802.11, Bluetooth) within or around BBC premises (where this applies to office data networks, this will be defined in the BBC Wireless Office Data Network Standard, derived from this Policy).
- the use of wireless technologies by BBC equipment whilst that equipment is away from BBC premises (e.g. laptops using home ADSL equipment or public wireless hot-spots). This statement is intended to exclude facilities such as MyConnect from the scope of this policy.
- equipment connecting to devices or networks other than the BBC office data network (e.g. studio camera equipment, ADSL connected wireless networks installed and used by third parties in BBC locations).
- inter-office/building WAN/MAN connectivity (e.g. micro-wave data links).

3 Policy

3.1 Approval

- Only wireless network equipment that complies with the technical requirements and configurations stated in the BBC Wireless Office Data Network Standard may be submitted for approval for installation in BBC locations.
- The provision of each instance of wireless network equipment¹ must be submitted for approval to BBC Information Security (via email to ism@bbc.co.uk). [Note: “each instance” may involve multiple items of equipment e.g. a meshed network within a campus.]

3.2 Installation and Maintenance

- Only approved wireless network equipment may be installed.
- Wireless network equipment¹ must be installed and maintained by the BBC or an approved Service Provider.
- Installations shall be designed, configured and installed to generate and/or receive minimum radio frequency (RF) interference. Where interference in a BBC building has been identified, the BBC and BBC Worldwide’s corporate enterprise networks will take priority over other BBC-controlled and BBC Worldwide-controlled networks.

3.3 Monitoring and Management

- Wireless network equipment must be monitored and managed by the BBC or its contracted Service Provider.
- The following events will be monitored and recorded for potential investigatory purposes:
 - Each client device attempting to connect to wireless network equipment
 - Each client device succeeding to connect to wireless network equipment
 - Each user attempting to connect to wireless network equipment
 - Each user succeeding to connect to wireless network equipment

¹ Excludes Wireless Network Interface Cards (WNICs) installed in end user computers.

- Each user ending their connection from wireless network equipment
- Each client device ending its connection from wireless network equipment
- Equipment breaching this policy may be blocked from using wireless network equipment.
- RF interference will be investigated (and where possible arbitrated).

3.4 Security

- All use of wireless network equipment must be by authenticated client equipment (e.g. laptops) and authenticated users (e.g. authorised BBC users).
- All data passed between client equipment and wireless network equipment must be protected by adequately strong encryption.

It is accepted that initial connection establishment data may be un-encrypted, but no corporate (potentially sensitive) data will be passed without it being encrypted.

4 Questions

If you have any questions about this policy please contact the Head of Information Security via email to ism@bbc.co.uk

Appendix A – Document History

Name	Date	Changes Made to Previous Version	Version
Andy Sands	30-Oct-2009	Minor revisions to give BBC Worldwide corporate networks same precedence and to exclude end user wireless cards from installation approvals processes.	01.00
Andy Sands	23-Oct-2009	Removed requirement for WLANs not to broadcast their presence. Amendment to clarify precedence of corporate network in the event of RF interference conflicts. Other minor tweaks.	00.04
Alan Woodroffe	15-Dec-2008	Draft version with minor changes to put ADSL connected third party networks used in BBC locations out of scope.	00.03
Alan Woodroffe	23-Jul-2008	Draft version for distribution to ISSG	00.02
Alan Woodroffe	25-Jun-2008	Draft Version	00.01