**Skype for Business Federation Request**

This form must be completed by external organisations that need to federate with the Scottish Government (SCOTS) Skype for Business Infrastructure. It will be used by the Scottish Government to undertake the required risk assessment and due diligence. The application must be supported and authorised by a Scottish Government Business area or SCOTS Connect customer.

**User Requesting Federation – Food Standards Scotland**

|  |  |
| --- | --- |
| Name : | Tanja Low |
| Email Address : | [Tanja.low@fss.scot](mailto:Tanja.low@fss.scot) |
| Telephone Number : | 07881 281206 |
| Date : | 18.03.20 |

**Federating (Third) Party Information – Local Authority**

|  |  |
| --- | --- |
| Company Name : |  |
| Company Type : |  |
| Network Accreditation Status : |  |
| Reason for Federation : |  |
| Name of person responsible for this service : |  |
| Job Title : |  |
| Address : |  |
| Email Address : |  |
| Phone : |  |

**Federating Party Technical Contact - IT Department**

|  |  |
| --- | --- |
| Name : |  |
| Title : |  |
| Phone : |  |
| Email Address : |  |

You are required to answer the questions listed below as it will provide assurances to the Scottish Government that basic security controls have been implemented within your organisation?

|  |  |
| --- | --- |
| Does your organisation ensure that only safe and necessary network services can be accessed from the Internet? | Yes / No |
| Does your organisation ensure that computers and network devices are properly configured to :   * Reduce the level of inherent vulnerabilities (e.g. by changing default passwords for administrative accounts) * Provide only the services required to fulfil their role (e.g. by ensuring that pre-installed but unnecessary applications or services are removed) | Yes / No  Yes / No |
| Does your organisation ensure that user accounts:   * Are assigned to authorised individuals only? * Provide access to only those applications, computers and networks actually required for the user to perform their role? | Yes / No  Yes / No |
| Does your organisation restrict execution of known malware and untrusted software to prevent harmful code from causing damage or accessing sensitive data? | Yes / No |
| Does your organisation ensure that devices and software are not vulnerable to known security issues for which fixes are available? | Yes / No |

Further information on the controls listed above can be found at :

<https://www.ncsc.gov.uk/information/requirements-it-infrastructure-cyber-essentials-scheme>

Section to be completed by Scottish Government

**Approval from Federating Party**

|  |  |
| --- | --- |
| Name : |  |
| Role : |  |
| Signature : |  |

**Scottish Government Contact**

|  |  |
| --- | --- |
| Name : |  |
| Email Address : |  |

By signing the above, you are agreeing to federate with the Scottish Government’s Skype for Business solution which is located on the SCOTS network. SCOTS is a corporate, public sector network that is accessed by staff and contractors of the Scottish Government, Agencies and share services customers. By requesting to federate with the SCOTS network you agree the following conditions:

* The Scottish Government’s SCOTS Skype for Business system is designed for business use only.
* Federation with the SCOTS network and its users is granted specifically for your employees to use for business purposes.
* The reasons for federation as requested in this form should be adhered to at all times.
* The systems should not be used for cold calling (marketing, advertising or sales).
* We reserve the right to withdraw this service or block specific accounts at any time.
* We may record conversations on our infrastructure and this may be subject to release and publication under relevant legislation.