

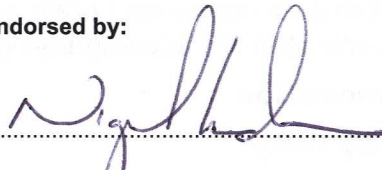
Ref:	NR/L3/INF/02224
Issue:	1
Date:	07 March 2009
Compliance date:	01 October 2009

Level 3

Sharing framework for information

Endorsement and Authorisation

Endorsed by:

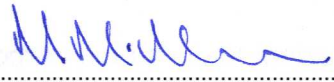


N Loadman, Working Group Chair

Authorised by:



Pam Fellows, Information Management Steering Group Chair



M McManus, National Standards Manager

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.

© Copyright 2008 Network Rail.

Uncontrolled copy once printed from its electronic source.

Published and Issued by Network Rail, Kings Place, 90 York Place, London. N1 9AG.



Ref:	NR/L3/INF/02224
Issue:	1
Date:	07 March 2009
Compliance date:	01 October 2009

Issue record

Issue	Date	Comments
1	07 March 2009	New standard

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 01 October 2009.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

Information Security Policy

NR/L2/INF/02220	<i>Document and records management</i>
NR/L3/INF/02221	<i>Document creation and approval</i>
NR/L3/INF/02222	<i>Metadata for documents and records</i>
NR/L3/INF/02223	<i>Information security classification</i>
NR/L3/INF/02225	<i>Records management</i>
NR/L3/INF/02226	<i>Corporate Records Retention Schedule</i>

Disclaimer

In issuing this document for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

Supply

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document may be available to Network Rail people on request to the relevant controlled publication distributor and to other organisations from IHS (Technical Indexes Ltd) tel: 01344 328039.

Ref:	NR/L3/INF/02224
Issue:	1
Date:	07 March 2009
Compliance date:	01 October 2009

Contents

1 Purpose	4
2 Scope	4
3 Definitions	4
4 Roles and responsibilities	4
5 Hierarchy of standards and policies	5
6 General requirements	5
7 Access to documents and records during their lifecycle	6
Appendix A Information sharing process map	7
Appendix B Accessibility matrix	9
Appendix C Accessibility matrix documents and records	10
Appendix D Sample data sharing register	11
Appendix E Sample NRwNDA format	12
Figure A.1 – Internal sharing process	7
Figure A.2 – External sharing process	8
Table B.1 – Information Security Classification accessibility matrix	9
Table C.1 – Document lifecycle stage accessibility matrix	10
Table D.1 – Sample data sharing register	11
Table E.1 – List of bodies with which Network Rail shares internal information without contract and NDA – NRwNDA	12

Ref:	NR/L3/INF/02224
Issue:	1
Date:	07 March 2009
Compliance date:	01 October 2009

1 Purpose

This Network Rail standard is part of a suite of standards published to support the Document Management Policy and the Records Management Policy.

2 Scope

This Network Rail standard specifies the process by which access to Network Rail information is controlled and managed.

This standard covers all information in all formats created, received and managed by Network Rail.

It specifies requirements on sharing Network Rail classified information applicable to Network Rail employees, those in Network Rail templated roles, and third parties.

3 Definitions

For the purposes of this standard, the following definitions apply.

data sharing register

DSR

itemised log of access rights granted to information regardless of classification by contracting entities

NOTE A sample DSR format is presented in Appendix D.

Network Rail sharing Without a contract or Non-Disclosure Agreement

NRwNDA

list of bodies with whom Network Rail will share information classified as internal without the need for a contract or non-disclosure agreement (NDA)

NOTE A sample NRwNDA format is presented in Appendix E.

4 Roles and responsibilities

non-contractor

individuals or organisations with whom Network Rail may share information without the need of a formal contract.

NOTE Examples include national and local government authorities and utility companies.

contractors

organisations (and individuals) external to Network Rail who provide a contracted service to Network Rail

NOTE This does not include contracted individuals occupying Network Rail templated positions.