

# **GISF INFORMATION SHARING POLICY & PROTOCOL**

*All GISF members, associates and affiliates agree to the terms of this Information Sharing Policy as a condition of their membership or engagement with GISF.*

## **GISF INFORMATION SHARING POLICY**

### **1. CONFIDENTIAL INFORMATION SHARING**

1.1 GISF members, including all registered HQ and regional SFPs, and GISF affiliates agree to share information on security-related issues with the GISF membership directly through the GISF\_Chat and/or to the GISF Executive Director (or delegated Secretariat staff), for dissemination to the wider GISF Membership. If required, GISF will take agreed measures to anonymise information shared via the Secretariat to the extent necessary.

This may entail, among other things, a) removing all names and identifiers such as location from the information; b) removing all email addresses; and c) in certain cases collating this information with other similar information to make it anonymous. The Criteria for deciding whether the information is to be anonymised are as follows:

- has the person who passed on the information requested that the information be made confidential?
- does it contain incriminating information (e.g. causes reputational risk)?
- does it contain information that could put people's lives at risk?

Areas for information sharing include, but are not limited to:

- policy, standard operating procedures (SOP) and contingency planning documents
- context analysis
- incident reports and details
- training and other support activities.

1.2 All GISF members and affiliates agree that they will disseminate any information they receive, through GISF emails, GISF website, GISF\_Chat or GISF events, respectfully and discreetly.

1.3 All information shared by members and registered guests on the GISF\_Chat facility is shared under Chatham House rules, meaning that participants are free to use the information received, but neither the identity nor the affiliation of the writer(s), nor that of any other participant, may be revealed.

1.4 If a member realises that information has been shared inadvertently, they must notify the GISF Secretariat immediately for corrective action.

1.5 If a breach of confidentiality of information is identified (rather than self-reported) the GISF Secretariat will investigate it. The Steering Group will then decide on the appropriate action to be taken, for example, a warning letter for an accidental breach or removal of information privileges from the member or affiliate in cases of deliberate misuse.

## **2. CONFIDENTIAL INFORMATION RECIPIENT STATUS**

2.1 Information disseminated by the GISF Secretariat is intended for designated recipients only. This includes information from the member-only component of the GISF website and the GISF\_Chat.

2.2 HQ and regional SFPs and/or their organisations will inform the GISF Membership Team (members@gisf.ngo) if they leave their current position and provide the contact details of their replacement.

## **3. SAFEGUARDS AGAINST MISUSE**

3.1 GISF recommends that all members and affiliates take the following steps to safeguard against misuse:

### **1. Emails:**

- a) access emails on a secure server only;
- b) delete emails after reading them and, where appropriate, store the information on a secure server;
- c) do not forward emails. If it is necessary to circulate the information, copy and paste the necessary details into a new email and ensure they are sent only to individual email addresses and not group addresses according to a pre-arranged procedure.

### **2. Member-only area of GISF website (www.gisf.ngo)**

- a) access the member only area of the website on a secure server/wifi network only;
- b) use an appropriate password;
- c) do not share your log-on details with anybody else;
- d) if downloading "member only" information from the website, store the information on a secure server;
- e) if disseminating "member only" information further ensure it is sent only to individual email addresses and not group addresses according to a pre-arranged procedure;
- f) if you think your computer or device may have been compromised, advise GISF secretariat immediately so they can take appropriate action to secure the website.

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### 3. GISF\_Chat

- a) access the application on a secure server/wifi network only;
- b) use an appropriate password;
- c) do not share your login details with anyone else;
- d) do not take photographs or screenshots of conversations;
- e) if disseminating information ensure that Chatham House rules are observed, and the identity or affiliation of the information provider is not revealed;
- f) if you think your Mattermost account has been compromised advise the GISF Secretariat so it can take appropriate action.

## INFORMATION SHARING PROTOCOLS

1. GISF Blogs & Articles: will be uploaded to the public area of the GISF website and shared through the GISF newsletters and social media channels.

2. GISF\_Chat: GISF member-only channels will be accessible to members, as well as some affiliates on a case-by-case basis. Additional staff from member and associate organisations may be invited to participate in context-specific private channels, but these requests must be submitted to GISF Secretariat by the respective HQ SFP and access is only provided on a temporary basis. GISF affiliates are given access to the public channels and affiliate-specific channels. Access is limited to work e-mail addresses only.

3. GISF Website Member-Only Component: Accessible only to members and associates

Security Safeguards built into member-only component of the website include:

- Invitation-only access (access will be revoked by the GISF Secretariat when SFP leaves their post)
- Appropriate password identification
- Lock-down after 3 failed attempts to access area
- Automatic log-out after 10 minutes inactivity
- Links sent in emails will require password access to documents
- Background protection to prevent automated log-in attempts
- Background searches and warnings for unusual usage patterns (e.g. number of downloads in a certain time)
- A second level of protected area will be provided for more sensitive documents if required
- The contact details stored within the system will only be permitted to be a work email address.