

MINISTERU GHALL-AFFARIJJIET
EWROPEJ U UGWALJANZA

SEGRETARJAT PARLAMENTARI
GHALL-FONDI EWROPEJ U
DJALOGU SOCJALI



MALTA

MINISTRY FOR EUROPEAN AFFAIRS
AND EQUALITY

PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS AND
SOCIAL DIALOGUE

Divizjoni għall-Ippjanar u Koordinazzjoni tal-Prijoritajiet

Planning and Priorities Co-ordination Division

30th May, 2019

MA Circular 2/2019

To: Heads of Department
Project Leaders / Contact Persons
All Structural Funds Database users

Re: Compliance with the Government of Malta Information Security Policy

As part of this Division's ICT governance awareness, we would like to remind all stakeholders about the Government of Malta Information Security Policy (GMICT P 0016)¹. *Inter alia*, this policy seeks to ensure that strong passwords are used², in that they are not easily compromised, and also establish rules for account management, and is applicable to all account holders.

The Structural Funds Database 2014-2020 follows the latest MITA Information Security Policy. Your attention is again drawn to the information security declaration section on the Structural Funds Database 2014-2020 user account application form. Strong passwords shall be hard to guess, having a combination of character types and not related to the user's name or surname. Default passwords should be changed immediately after first use, and thereafter should be changed on regular basis. Passwords must never be shared with other persons.

This Division places considerable importance to user access. Heads of Department are hereby reminded that user accounts are free of charge and access is given to duly authorised people on a need to know basis. The Managing Authority conducts regular user accounts reconciliation and inactive accounts may be closed. Since there may be users working on the same operation or transaction, users are to communicate with each other since modifications of data by a user might have detrimental effect on others. Stakeholders are hereby reminded that unlawful usage of the Government of Malta Structural Funds Database 2014-2020 system may result in sanctions as established at law³.

The contents of this letter is being circulated to all current users of the Structural Funds Database 2014-2020. Heads of Department and Project Leaders are to bring the circular to the attention of all future users within their respective organisation.



Jonathan Vassallo

Head - Managing Authority

¹ https://mita.gov.mt/en/GMICT/GMICT%20Policies/GMICT_P_0016_Information_Security.pdf
(Accessed 30th May 2019)

² Vide sections 51 – 60

³ Criminal Code, Of Computer Misuse – CAP. 9, Sub-title V; Data Protection Act – CAP. 586

Protect your password

Password Do's:

- Do have a minimum of eight characters in your password.
- Do include at least one character from three of the following four categories:
 - Uppercase characters (A through Z)
 - Lowercase characters (a through z)
 - Numbers (0 through 9)
 - Symbols (+ = () & % ! ? > <)
- Do change your password regularly.
- Always log out of the Structural Funds Database when it is not in use.
- Lock your computer when it is not in use.
- Change your password immediately if you suspect that others know your password.
- Inform the ICT unit within the Managing Authority on eufunds.ict.meae@gov.mt of any changes in the email address in order to be able to reset your password if you forget it.

Password Do Not's:

- Do not reveal or share your password to anyone, including superiors or subordinates.
- Do not use the same password on multiple accounts.
- Do not enter passwords when others can observe what you are typing.
- Do not walk away from a shared computer without logging off.
- Do not choose a dictionary word, common names of people or places.