
Data Sharing Policy

Among the
Divisional Secretariats and District Secretariats

31st August 2011

PROCUREMENT OF DESIGN, SUPPLY, INSTALLATION, AND OPERATION OF LANKA GOVERNMENT NETWORK

Samsung Networks Inc.

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	05/08/2008	First Draft of the Document	Ruwan Samanpriya
1.1	23/09/2008	Second Draft of the Document	Ruwan Samanpriya
1.2	31/08/2011	Third Draft of the Document for win 7	Samith Porage

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Samsung Networks Inc.

Date: 31/08/2011

Lanka Government Network (LGN) is a property of Sri Lanka Government and as part of the government network, all LGN users shall meet following requirements.

1. System Usage

- All LGN Computers and peripherals are property of GoSL.
- Access and use are only for GoSL authorized officers/employees and unauthorized PC usage is strictly prohibited.
- MSP/ICTA Authorized services persons can access the PCs for the Services and shall be under supervision of authorized GoSL officers in the organization.

2. Limitations.

- Sharing capacity shall be less than 2 GB among the other organizations.
- It shall be named as,
 1. Divisional secretaries office - **Shard_DS_XXX**
 2. District secretaries office - **Shard_DIST_XXX**(Where XXX is name of the GoSL organization name)
- It shall be protected with fully qualified password, according LGN ROOT ACCESS AND ADMINISTARTOR PASSWORD POLICY.
- Only official document shall be shared.

3. Data Security

- Sharing Folder Password shall change periodically
- Password shall meet the LGN ROOT ACCESS AND ADMINISTARTOR PASSWORD POLICY. (This the most effective security method for these folders)
- Site Administrator shall check the log and status of the site file servers and is there any abnormal activity he shall make precaution actions ASAP and shall informed to ICTA and LGN MSP in the same time.

4. Data Backup

- LGN MSP is not responsible for backup data in the Public folders.
 - Site Administrator shall make shared folders backup according to their requirement.
- (Please Refer Attached Annex B dated 23.09.2008 for the Process and Technical instructions)

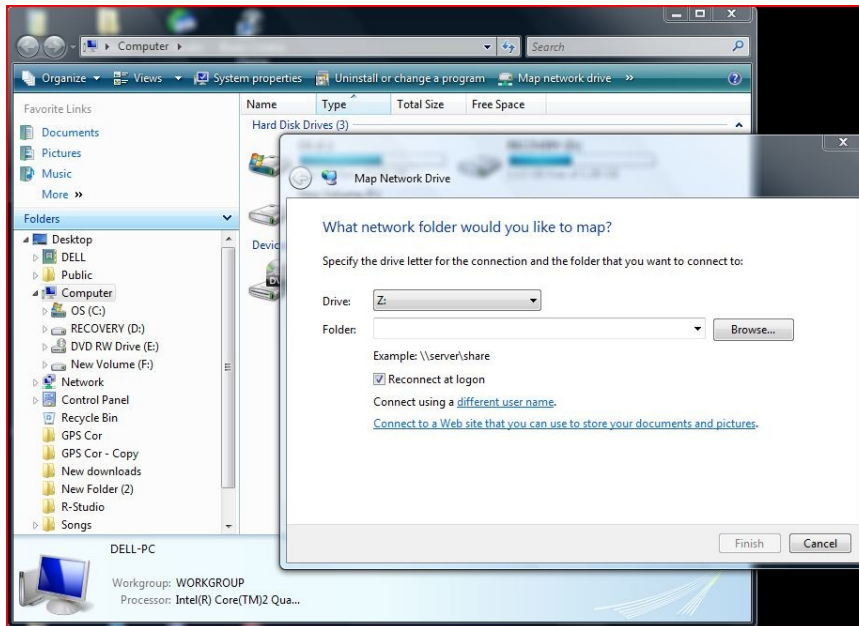
Annex – B

(31.08.2011)

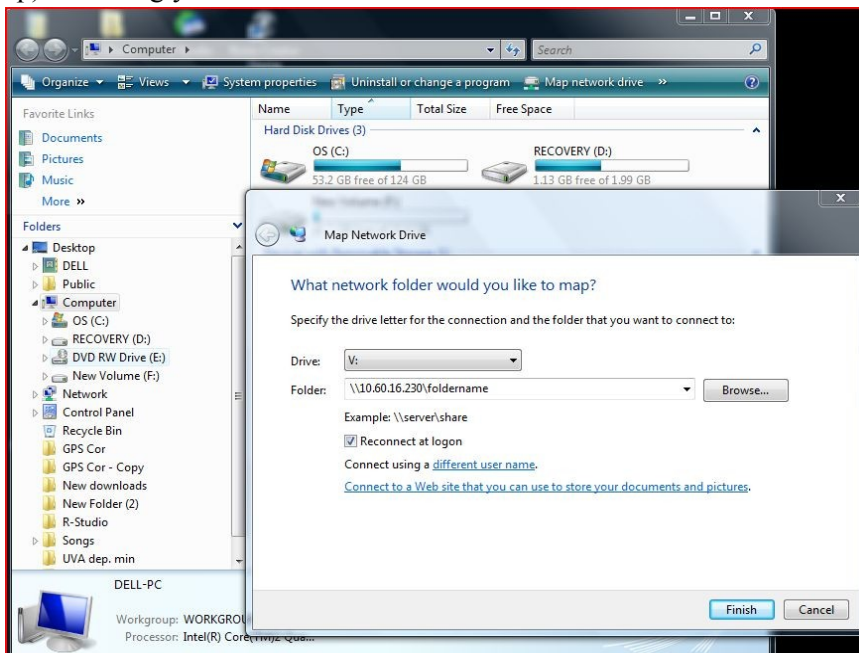
1. Site Admin should map all personal folders to one PC's Admin account which will only be accessed by site administrator.

1.1 Mapping Personal Folders

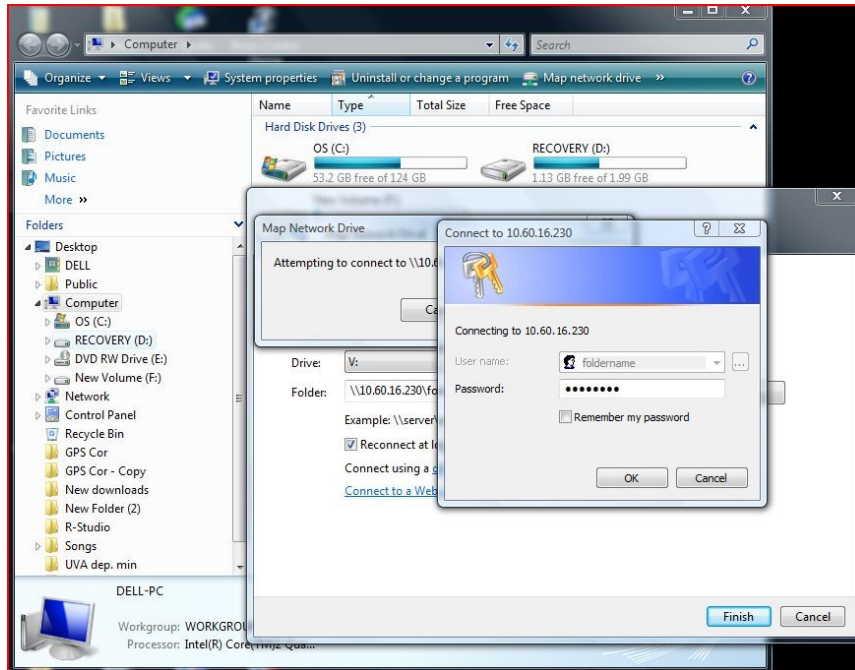
- Double Click My Computer
- Select Map Network Drive



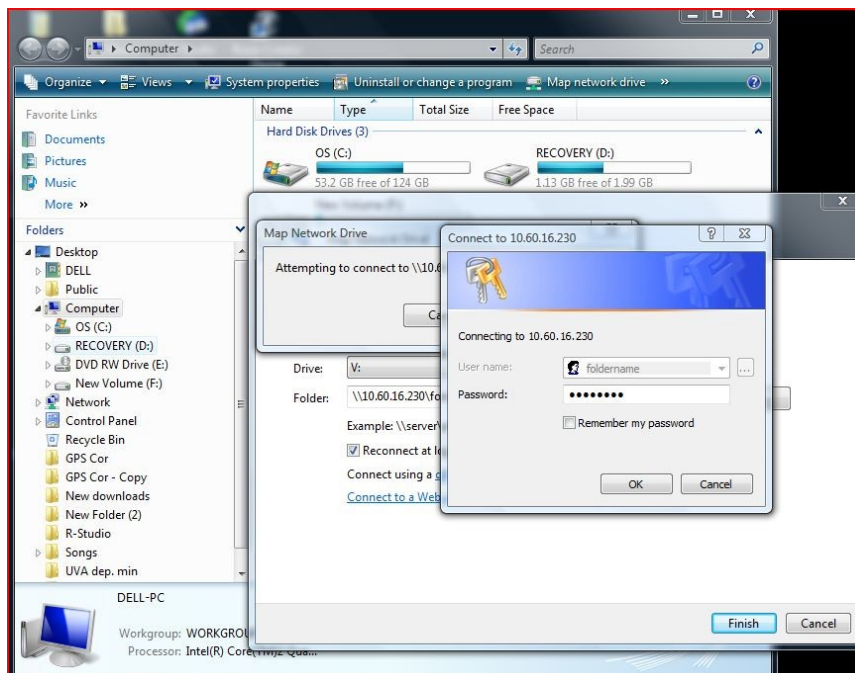
- Fill in the ProxyIP (proxy server IP address) and Private Folder (Relevant private folder name you need to map) accordingly.



- Click Different User name
- Input User name (Private folder name) & Password.



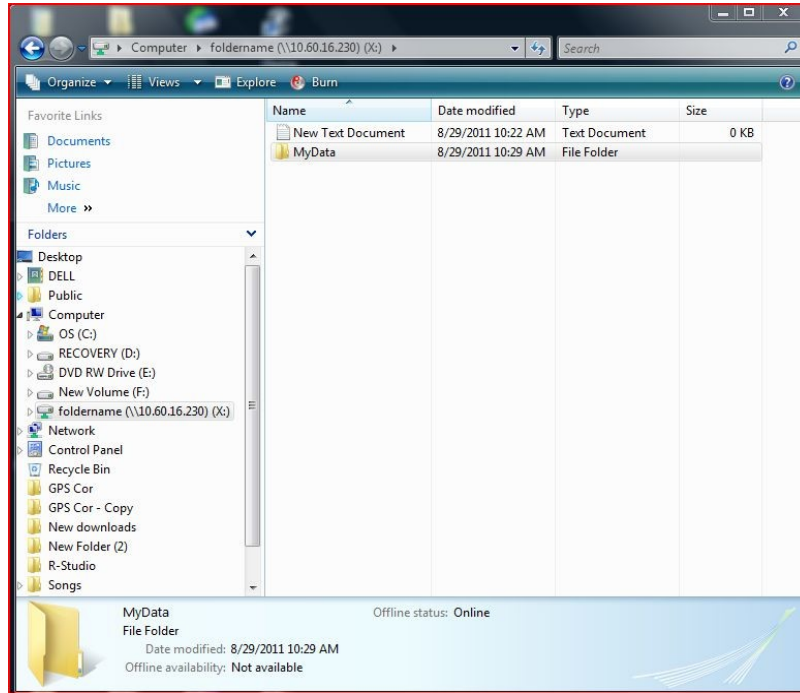
Click “ok”



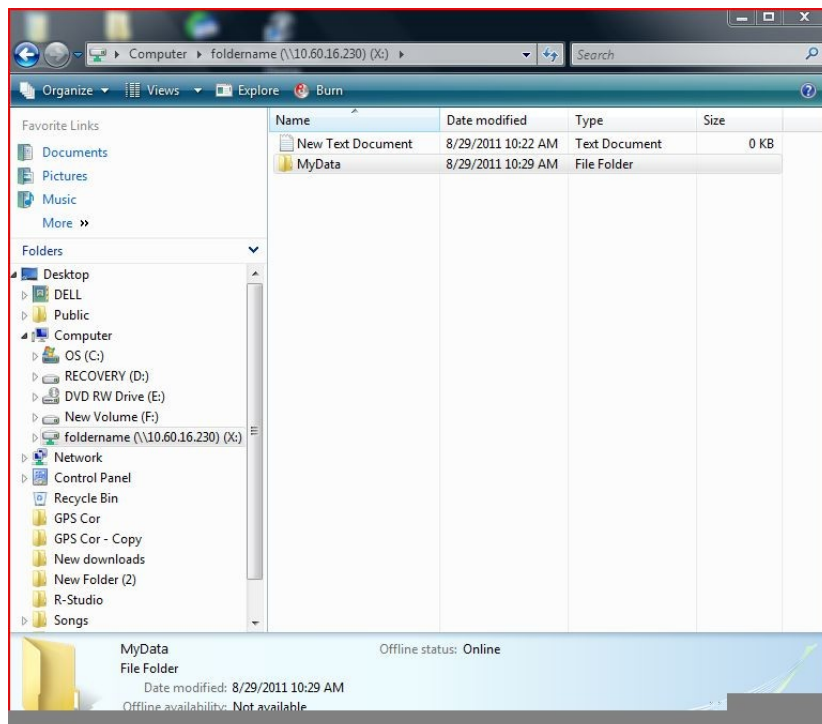
2. Use Windows or Nero burning software which is provided by LGN to write data to blank CD's accordingly.

2.1 Using Windows File Copy for CD Burning

- Double Click My Computer
- Brows the Mapped Network Drive, select the data folder and click “Copy this folder” from task panel (on the left)



- Press “Burn” , & Insert Media

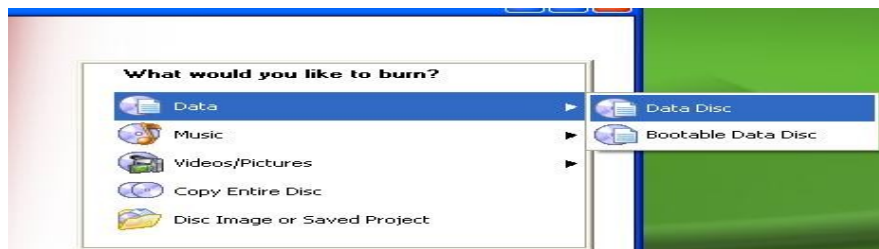


2.2 Using Nero Software for CD Burning

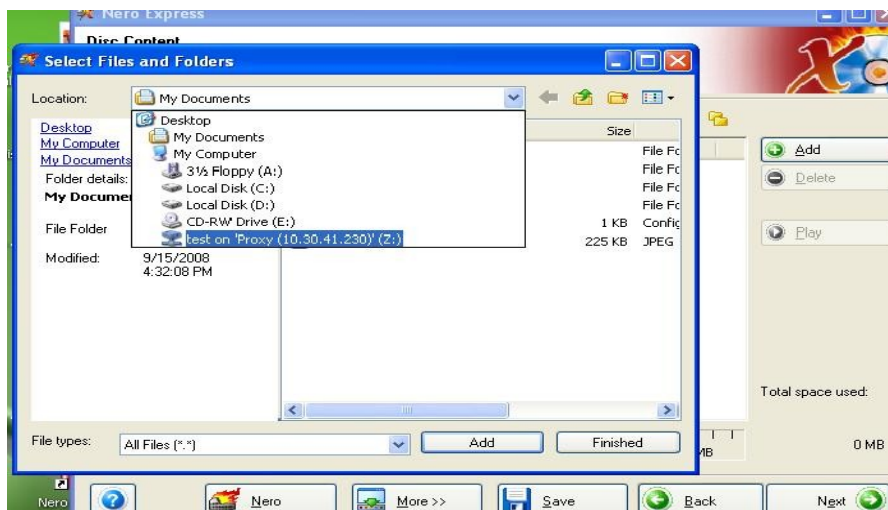
- Expand all programs from start menu and select Nero Express.



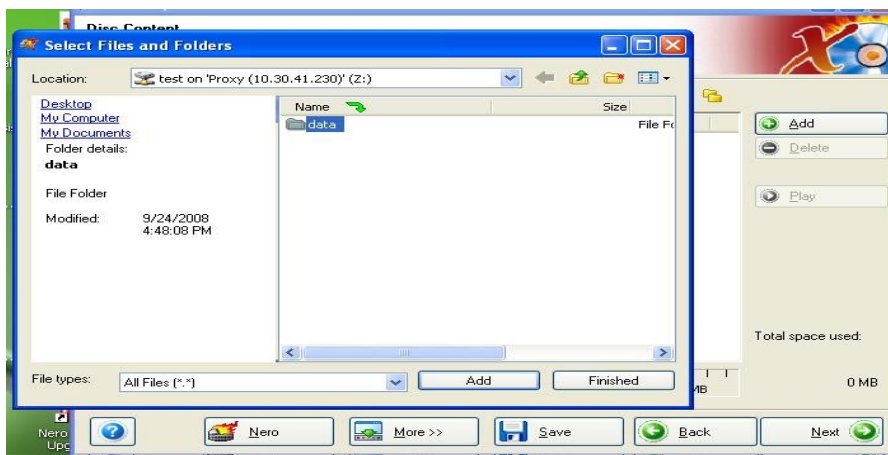
- Click data disk



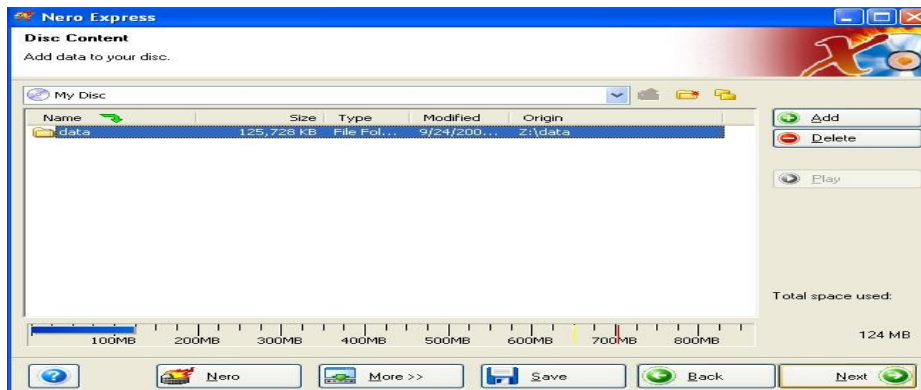
- Brown the Mapped Drive from the dropdown list



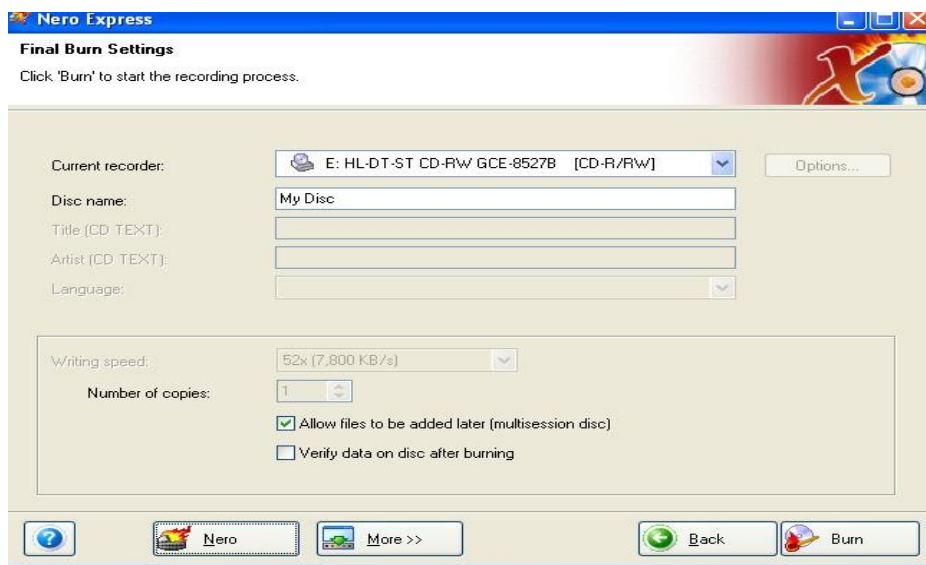
- Click on necessary data folders and click "Add". Click "Finish".



- Click "Next" to continue



- Click Burn to write data to CD



3. Creating Share/Personal folders on the file server.

3.1 Creating Samba users

- Log on to the Proxy/File server with root username and password.
- Type the following command and follow the instructions.

```
/usr/local/etc/samba_id.sh
```

Example:

run user account and directory creation shell

```
[root@ProxyM ~]#  
[root@ProxyM ~]#  
[root@ProxyM ~]# /usr/local/etc/samba_id.sh █  
  
Samba Account Addition Program  
  
User ID Input  
User-ID : test  
  
PASSWORD Input  
PASSWORD : test  
  
User-ID : test  
User-PASSWORD : test  
=====█  
Correct [Y] Key, Not Correct [N] Key y█
```