



<p><b>State of New Jersey</b>  <b>IT Circular</b>    <b>Title: Extranet Policy</b></p>	<b>NO:</b> <b>09-11-NJOIT</b>	<b>SUPERSEDES:</b>
	<b>DATE PUBLISHED:</b> 08-10-2009	
	<b>VERSION:</b>	<b>EFFECTIVE DATE:</b> IMMEDIATELY
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ATTN: Directors of Administration and Agency IT Managers

**I. PURPOSE**

The purpose of this policy is to identify the process for the Sponsoring Agencies and Business Entities to utilize when establishing and operating an extranet connection(s) to the State of New Jersey Garden State Network (GSN) for conducting electronic business with the State of New Jersey.

**II. AUTHORITY**

This policy is established under the authority of State of New Jersey P.L.2007.c.56. This order defines New Jersey Office of Information Technology's role with regard to technology within the community of the Executive Branch of State Government.

Office of Information Technology (OIT) reserves the right to change or amend this circular to comply with changes in OIT or other agency policies.

**III. SCOPE**

This policy applies to all personnel including, business entities, employees, temporary workers, volunteers, contractors and those employed by contracting entities, and others who are authorized to access enterprise information resources and/or systems regardless of what technology is used for the connection.

## **IV. DEFINITIONS**

### **A. Extranet**

An Extranet is a private network that uses Internet technology and the public telecommunication system in order to securely share part of a business's information or operations with suppliers, vendors, partners, customers, or other businesses.

In the case of the State of New Jersey, the Extranet can include firewall server management, the issuance and use of digital certificates or similar means of user authentication, encryption of messages through the use of a SSL tunnel, and the use of virtual private networks (VPNs) that tunnel through the public network.

### **B. Business Entity**

All trusted Entities that are authorized and/or contracted with a Department and/or Agency within the Executive Branch of State Government for the purpose of this policy Business Entity may include other governmental agencies outside the Executive Branch that do not make use of the Garden State Network.

### **C. Sponsoring Agency**

Any Department, Agency, Authority, and "in but not of" entity within the Executive Branch of New Jersey State Government.

### **D. Circuit**

For the purposes of this procedure, circuit refers to the method of network access, including traditional point-to-point circuits (i.e. ATM, Frame Relay etc.), or via VPN/Encryption technologies.

### **E. Enhancement**

A noteworthy improvement to the product which is intended to make it better in some way, e.g. new functions, new process, or occasionally more compatible with other systems.

### **F. Change**

A technical or physical modification to the hardware that does not affect the application or process.

## **G. Integrated Planning Process (IPP)**

A process that facilitates the intake of work, provides visibility to management of our current workload, feeds the Information Technology Infrastructure Library (ITIL) processes and the Project Initiation, Planning and Execution Line (PIPE Line) process, formerly known as the System Architecture Review (SAR) process. Through a series of reviews conducted at different stages or phases of the project, the IPP will ensure that technical solutions are conceived, designed and deployed in an efficient and effective manner. These review points occur throughout the project lifecycle, to ensure that projects match strategic objectives and align with OIT's Shared IT Architecture document [http://www.nj.gov/it/ps/it\\_architecture.doc](http://www.nj.gov/it/ps/it_architecture.doc). IPP includes a Business Case Review, Logical Review, Physical Review, Implementation Review and Post Implementation Review.

## **V. POLICY**

All Sponsoring Agencies and their Business Entities utilizing extranet services shall adhere to the following:

- A. Extranet use is permitted only for legitimate State of New Jersey business purposes.
- B. Sponsoring Agencies that require connectivity to a Business Entity must complete an OIT Integrated Planning Process (IPP) review. This process is initiated by completing an IPP form.
- C. Sponsoring Agencies that have completed the IPP review and have obtained preliminary approval for extranet connectivity, must file an Extranet Application form (Appendix A) through the Statewide Office of Information Security.
- D. Before any connections are established, the Sponsoring Agency and the Business Entity must execute the Extranet Agreement (Appendix B).
- E. The Sponsoring Agency together with the Business Entity and OIT where applicable, must complete the Extranet Operational Form (Appendix C).
- F. The Sponsoring Agency must maintain all documentation associated with extranet activity. They must review the details of the documentation on a regular basis to ensure the accuracy of the content. They must also notify all parties if any contact information changes.

- G. Sponsoring Agencies and Business Entities using extranet connections must utilize best practices and make all reasonable efforts to protect the integrity and security of the State of New Jersey's networks, systems, and information. All computers connected to the State of New Jersey internal networks via extranet technology must have all applicable up-to-date operating system patches as well as use up-to-date anti-malware software, including all current virus definitions. Sponsoring Agencies are free to request any ongoing verification of compliance from their Business Entity on a regularly scheduled basis. All connectivity established must be based on the least-access principle, where users are only given the access and privileges they need to complete their role, in accordance with the approved business requirements and the security review.
- H. Changes cannot be made to the extranet connection once approved without prior review and approval. Changes or enhancements to the extranet connection must be submitted through the IPP for review as part of OIT's Change Management Control.
- I. Any agency that wishes to connect to a pre-existing extranet connection must execute an Extranet Agreement (Appendix B) with the Sponsoring Agency, Business Entity and OIT.
- J. OIT's Wide Area Network (WAN) group, Business Entity, and the Sponsoring Agency will collaborate on developing procedures that will define specific tasks, deliverables, roles and responsibilities for implementing and supporting each individual extranet connection.
- K. Any cost incurred by a Business Entity for use of extranet connections is the responsibility of the Business Entity.
- L. When access is no longer required the Sponsoring Agency must notify OIT's WAN group within 30 days who will then terminate the extranet connectivity.

**VI. NON-COMPLIANCE**

Any State of New Jersey personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Any business entity found in violation of this policy may result in a filtered connection or be denied future extranet access.

*Signature on File*

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*8/10/2009*

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ADEL EBEID  
**Chief Technology Officer**

**DATE**