FLIGHT ADMIN NOTICE (FAN)

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Additional Information for Entrepreneur Developers

Following FAN 25/13 this information outlines the process for pilot developed systems or Apps that access BA systems and use BA data. Concern has been growing about the increasing frequency of access and use of this data, and the exposure to BA of a data protection breach or a failure of a key operational system, including the cost implications of both.

Please note: **EG801 SECURITY AND USE OF INFORMATION AND IT EQUIPMENT** has recently been updated, and always supersedes anything inferred or otherwise in this FAN.

Bidding Applications

The use of Third Party Bidding Applications that have an approved way of exchanging data with British Airways' systems (as per the Paperless Bidding Agreement with BALPA) is acceptable for the purposes of compiling (using bid packs only), submitting a bid (via BidBuilder online) or retrieving a roster via the XML download from eMaestro.

For further details on this process or to obtain a copy of the file formats and XML schema please contact Christopher Forbes (christopher.forbes@ba.com).

If the functionality in your application goes beyond the use of bid packs and submission of bid (e.g. retrieves a roster via Crewlink), then it will need to comply with the process and guidance outlined below.

All Other Apps

Apps that fall into this category access BA systems for any purpose other than bidding e.g. collation of any roster or flight related information – for log books, briefing summaries, tax calculations etc.

To ensure better management of this access, a series of guidelines have been compiled and you will be required to register your application and to provide a statement of compliance.

In summary, the guidelines require that any App or system:

- Must not access BA Systems in an unattended automated way, or repeatedly 'poll' for information. The App must make an individual direct connection from the user's personal device (including PC/Mac/Servers) via a browser or otherwise.

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- Must not store any company or personal data on third party hardware/servers (EG801) or store or use any personal data in a way that breaches the Data Protection Act 1998

- Must not store BSAFE User ID/passwords and users must not share ID's or other credentials to gain access to data (this is in line with EG801)

- The App will need to display the following statements of compliance:
  EG801 Compliant
  Computer Misuse Act – only authorised access to this system is permitted.

Please use the declaration of outside interests process (either paper form or via your iPad) to submit you declaration of compliance for your app. Please include the following declaration and your full contact details should any issues arise with your app:

> *"I confirm the application [name] conforms to EG801 and FAN 49/13 and will ensure these standards are adhered to in future developments."*

A valid declaration of outside interest does not imply BA IT Support for any application developments. Application developers are responsible for their own support and user base, with no IT tickets to be raised through the IT Service Centre for third-party applications. BA reserves the right to make operational changes to key systems as required, with no guarantee of notification to app developers.

If you have further questions, please contact **Christopher Forbes**.

Pilots using non-BA applications
All user IDs, passwords and tokens are uniquely assigned to named individuals. Individuals are accountable for all actions carried out on British Airways IT systems under their login details.

Users of British Airways IT systems are personally responsible and accountable for keeping their passwords confidential and secure at all times.

Individuals are not to:

- allow anyone else to use their user ID, password or token to access British Airways IT systems

- leave their user accounts logged in at an unsecured computer

- use someone else's user ID, password or token to access British Airways IT systems. *In some countries "unauthorised access" is regarded as a criminal offence*

- leave their password unprotected

- perform any unauthorised changes to British Airways IT systems or information

- attempt to access BA Group information that they are not authorised to use or access

- go beyond the limits of their authorisation or specific business need to interrogate British Airways IT systems or information

- store BA Group information on any personal (non-British Airways) equipment unless authorised to do so

- give or transfer BA Group information or software to any person or organisation outside the BA Group without the authority of the manager responsible for the BA Group information or software.

All applications will need to display a statement of compliance with these guidelines as mentioned above. Pilots will be able to **validate compliance statements** by visiting a new page on the Flight Ops Intranet. All applications, for which BA holds a valid declaration of outside interest, confirming the app developer meets the above guidelines, will be listed as a 'compliant application' on the Intranet page.

Individuals using other applications are responsible for ensuring their own compliance with EG801.

Origin:	**Benjamin Bristow**
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Authority:	**Simon Scholey**
	Chief Pilot Technical
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