

[LOGO]

Policy Manual

## 10. Remote Access Policy

### Scope

Describe the scope of the policy.

### Duration

Confirm whether this policy is Temporary or Permanent.

### Effective Date

State the date from when this policy is effective.

### Policy

Describe the company policy, for example:

"The purpose of this policy is to ensure that remote access to all IT systems does not result in an unacceptable level of risk to the security of those systems."

1. Describe the types of remote access that is used by the [company] as well as employees, partners, and other individuals who may be authorized for remote access. Determine the level of access that remote users will have.
2. Identify and mitigate risks associated with the transfer of confidential and/or sensitive data to an unsecured device or location. Describe the business needs and IT systems and/or data to which the [company] will grant remote access.
3. Describe how users are responsible for safeguarding password access and other individually assigned passwords necessary for the secure access of information.
4. Describe the actions for users to take when securing remote access sessions, for example, maintain anti-virus software and personal firewall software on any remote access device.
5. Describe the [company]'s procedures for requesting and/or providing remote access for employees, partners and system administrator.
6. Prior to obtaining remote access, users must sign an agreement detailing their responsibilities and obligations regarding the use of remote access and data, systems and applications which they are authorized to access through remote access.

# Policy And Procedure Template Microsoft

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