

<< [Organisation] Logo >>

<< Remote Access Policy >>

Version: 1.0

Date

NetHost Legislation- Cyber Essentials & ISO Standard Training & Certification Company, Scotland/England

Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

Page 1 of 5

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Revision History

| Date | Version | Author | Summary of Changes |
|------|---------|--------|--------------------|
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Approvals

| Name | Signature | Title | Issue Date | Version |
|------|-----------|-------|------------|---------|
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Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

Page 2 of 5

NetHost Legislation- Cyber Essentials and ISO Standard Management System Certification Company, Scotland/England

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Contents

Contents

INTRODUCTION 4

 DOCUMENT PURPOSE..... 4

 SCOPE..... 4

POLICY..... 4

Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

Page 3 of 5

NetHost Legislation- Cyber Essentials and ISO Standard Management System Certification Company, Scotland/England

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INTRODUCTION

DOCUMENT PURPOSE

Ensuring the confidentiality of information whilst in the workplace is relatively easily maintained by the use of security techniques such as restricted areas, physical security, etc.

However, these security measures are practically impossible to enforce when staff are located away from their normal work environment, for example, when they are working from home or other external locations.

The purpose of the following policy is to ensure that Confidential or personally sensitive information used or accessed from an external [Organisation] location is protected to the same degree that it is when accessed or used at a staff's normal workplace environment.

SCOPE

These policies are only intended to refer to remote-access solution approved by the [Organisation] .

POLICY

Below are statements that should be followed by all staff.

Policy Statements

| No: | Statements |
|-----|--|
| | Staff using their personal equipment are responsible for any loss, damage or wear to the personal equipment. |
| | Staff are responsible for taking precautions so that only authorised individuals can gain access to any confidential or personally sensitive [Organisation] information that is stored or accessed from their computer. |
| | If the equipment is provided by the [Organisation] , then staff member agree that the use of the equipment, software, data and supplies provided by [Organisation] is limited to authorised persons and for [Organisation] business related purposes only. |
| | Staff must take the necessary precautions so that unauthorised individuals (i.e. spouse, |

Version: xx

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[Organisation] Name: xx

Security Level: Internal

Page 4 of 5

NetHost Legislation- Cyber Essentials and ISO Standard Management System Certification Company, Scotland/England

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REMOTE ACCESS POLICY

| | |
|--|---|
| | children, friends, colleagues and others) cannot view confidential information that appears on the screen when using the system. |
| | Staff must NOT share their passwords or SecurID token with anyone else. Lost or stolen tokens should be IMMEDIATELY reported. |
| | Staff are responsible for the proper disposal of Confidential or personally sensitive information. Any printed documents containing Confidential or personally sensitive information must be returned to the [Organisation] for proper disposal in a shredder bin or shredded by the staff member own shredder. Documents that are to be returned to the [Organisation] for shredding must be stored in a locked drawer until they are transported and must be secured during transportation. |
| | The current version of the [Organisation] approved anti-virus software must be installed on the staff member's computer. If this is not present, contact ICT team. |
| | Although the [Organisation] is responsible for ensuring that the latest antivirus software and signatures are available, staff are responsible for ensuring that these antivirus software and signatures are kept up-to-date on the computer that they are using. If staff suspect that computer anti-virus is not being kept up-to-date, contact ICT team. |

Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

Page 5 of 5

NetHost Legislation- Cyber Essentials and ISO Standard Management System Certification Company, Scotland/England

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