

[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.

Help Desk Policy And Procedure Manual

Lingsheng Yao



Help Desk Policy And Procedure Manual:

The Service Desk Handbook - A guide to service desk implementation, management and support Sanjay Nair, 2020-09-15 The Service Desk Handbook A guide to service desk implementation management and support provides operational guidance for implementing managing and supporting service desks in the enterprise It will help service desk teams in adopting ITIL to accomplish their tasks while making the necessary adaptations as per their organisation s needs

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs , IT Governance: Policies and Procedures, 2023 Edition Wallace, Webber, **IT Governance: Policies and Procedures, 2021 Edition** Wallace, Webber, 2020-11-06 The role of IT management is changing even more quickly than information technology itself IT Governance Policies Procedures 2021 Edition is an updated guide and decision making reference that can help you to devise an information systems policy and procedure program uniquely tailored to the needs of your organization This valuable resource not only provides extensive sample policies but also gives the information you need to develop useful and effective policies for your unique environment For fingertip access to the information you need on IT governance policy and planning documentation systems analysis and design and much more the materials in this ready reference desk manual can be used by you or your staff as models or templates to create similar documents for your own organization The 2021 Edition brings you the following changes The chapter on Information Technology Infrastructure Library ITIL has been thoroughly revised to incorporate the recent launch of ITIL version 4 The sections on causes of employee burnout as well as the potential pitfalls of poor recruiting practices have been expanded New material has been added to address the increased use of video conferencing for virtual workers as well as the need to safeguard personal smartphones that store company information Tips for developing a mobile device policy have been added Additional pitfalls associated with end user computing have been added A new subsection regarding data storage guidelines for documents subject to data retention laws has been added Additional tips regarding data management have been added Appendix A has been updated to include data breach notification laws for Puerto Rico and the Virgin Islands and also to reflect changes to Vermont s data breach notification laws Data from recent surveys and reports has been added and updated in the Comment sections throughout In addition exhibits sample policies and worksheets are included in each chapter which can also be accessed at WoltersKluwerLR.com ITgovAppendices You can copy

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