**REMOTE ACCESS POLICY TEMPLATE**

|  |  |
| --- | --- |
| **Company Name** | **YOUR LOGO** |
| 123 Company Address Drive |
| Fourth Floor, Suite 412 |
| Company City, NY 11101 |
| 321-654-9870 |
|  |  |  |  |  |  |
| **POLICY NAME** |   | **POLICY NO.** |   |
| **EFFECTIVE DATE** |   | **DATE OF LAST REVISION** |   | **VERSION NO.**  |   |
|  |
| **ADMINISTRATOR RESPONSIBLE** |   | **CONTACT INFORMATION** |   |
| **APPLIES TO** Apply group names to define applicable areas of staff. |
| GROUP 1 |   | GROUP 2 |  | GROUP 3 |   |
| GROUP 4 |   | GROUP 5 |   | GROUP 6 |   |
|  |  |  |  |  |  |

| VERSION HISTORY |
| --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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## **SCOPE**

Describe what this policy is and who must adhere to it.

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# ROLES AND Responsibilities

List the job titles and departments directly responsible for this policy.

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| **ROLE** | **DEPARTMENT** | **RESPONSIBILITY** |
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# POLICY STATEMENT

Describe the policy and the reason for the policy.

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# definitions

Define any acronyms, jargon, or terms that might have multiple meanings.

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| **TERM** | **DEFINITION** |
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# POLICIES

When creating your policy, consider the following questions:

* What are the requirements for hardware and software configurations for remote users? What anti-malware, antivirus, and firewall programs are required?
* What does your organization require for physical security? While traveling? At home? What about for thumb drives and media? Virtual security requirements?
* What are the connectivity guidelines? For example, is use in public areas prohibited?
* Does your organization have a data encryption policy?
* What do employees need to know about access privileges, authentication, or access hierarchy?
* Do you have acceptable use guidelines? For example, are employees permitted to complete personal shopping or update their personal social media on company devices and networks?
* What are the password protocols?

## **POLICY INTRODUCTION**

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## **SECTION 1**

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## **SECTION 2**

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## **SECTION 3**

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# PROCEDURES

## **PROCEDURE 1**

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## **PROCEDURE 2**

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## **PROCEDURE 3**

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# EXCEPTIONS

Describe any exceptions here.

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# Enforcement and Discipline

Describe how this policy will be enforced and any penalties and repercussions for violation.

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# RELATED POLICIES AND OTHER REFERENCES

Attach health and safety checklists, diagrams, and other supporting documents, or include with pertinent procedures.

| POLICY OR PROCEDURE NUMBER | NAME | DESCRIPTION |
| --- | --- | --- |
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# Contacts

List pertinent contacts.

| NAME | TITLE / ROLE | PHONE | EMAIL |
| --- | --- | --- | --- |
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# APPROVAL AND REVIEW

List any notes about the review and approval process, dates, reviewers, and signers.

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