



Policy #: IT.012- Remote Access

Governed by: IT Administration

Approval Date: November 1, 2016

Last Updated: November 1, 2016

Purpose: Remote Access Granted

CEO Data Granted Remote Access

Remote access is defined as when a user requires access to the network while off-site, i.e. working from home or away from the office. To ensure that access to the network remotely is managed appropriately, it is important that we must adhere to the following:

- Only users that require remote access as part of their job role will be granted access to the network.
- If users require remote access for specific events, they must raise a request via the IT Request Ticketing System in advance, providing a minimum notice of 48 hours.
- Remote access is normally available 24 hours a day 7 days a week for emails and network access. Remote login to email and access to network resources can be obtained by following links from our main website: www.ceoempowers.org.
- Both email and network access are subject to availability, i.e. maintenance may be carried out if deemed appropriate by the IT Department and sufficient notification will be provided to users wherever technically possible.