

Remote Access Policy

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1. Overview

Remote access to our corporate network is essential to maintain our Team’s productivity, but in many cases this remote access originates from networks that may already be compromised or are at a significantly lower security posture than our corporate network. We must mitigate these external risks the best of our ability.

2. Purpose

The purpose of this policy is to define rules and requirements for connecting to Les Poupées Russes network from any host. These rules and requirements are designed to minimize the potential exposure to Les Poupées Russes from damages which may result from unauthorized use of Les Poupées Russes resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical Les Poupées Russes internal systems, and fines or other financial liabilities incurred as a result of those losses.

3. Scope

This policy applies to all Les Poupées Russes employees, contractors, vendors and agents with a Les Poupées Russes-owned or personally-owned computer or workstation used to connect to the Les Poupées Russes network. This policy applies to remote access connections used to do work on behalf of Les Poupées Russes, including reading or sending email and viewing intranet web resources. This policy covers any and all technical implementations of remote access used to connect Les Poupées Russes networks.

4. Policy

It is the responsibility of Les Poupées Russes employees, contractors, vendors and agents with remote access privileges to Les Poupées Russes corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Les Poupées Russes.

General access to the Internet for recreational use through the Les Poupées Russes network is strictly limited to Les Poupées Russes employees, contractors, vendors and agents (hereafter referred to as “Authorized Users”). When accessing the Les Poupées Russes network from a personal computer, Authorized Users are responsible for preventing access to any Les Poupées Russes computer resources or data by non-Authorized Users. Performance of illegal activities through the Les Poupées Russes network by any user (Authorized or otherwise) is prohibited. The Authorized User bears responsibility for and consequences of misuse of the Authorized User’s access. For further information and definitions, see the Acceptable Use Policy.

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Authorized Users will not use Les Poupées Russes networks to access the Internet for outside business interests. For additional information regarding Les Poupées Russes remote access connection options, including how to obtain a remote access login, free anti-virus software, troubleshooting, etc., ask to the Security Team.

4.1 Requirements

4.1.1 Secure remote access must be strictly controlled with encryption (i.e., Virtual Private Networks (VPNs)) and strong pass-phrases. For further information see the Password Policy.

4.1.2 Authorized Users shall protect their login and password, even from family members.

4.1.3 While using a Les Poupées Russes-owned computer to remotely connect to Les Poupées Russes corporate network, Authorized Users shall ensure the remote host is not connected to any other network at the same time, with the exception of personal networks that are under their complete control or under the complete control of an Authorized User or Third Party.

4.1.4 Use of external resources to conduct Les Poupées Russes business must be approved in advance by the Security Team and the appropriate business unit manager.

4.1.5 All hosts that are connected to Les Poupées Russes internal networks via remote access technologies must use the most up-to-date anti-virus software (place url to corporate software site here), this includes personal computers.

4.1.6 Personal equipment used to connect to Les Poupées Russes networks must meet the requirements of Les Poupées Russes-owned.

5. Policy Compliance

5.1 Compliance Measurement

The security team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, internal audits, and feedback to the policy owner..

5.2 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6 Related Policies

Please review the following policies for details of protecting information when accessing the corporate network via remote access methods, and acceptable use of Les Poupées Russes network:

- Acceptable Use Policy
- Password Protection Policy

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Revision History

1.1

Date of change: 01/11/2019

Responsible: Technical teams

Summary of Change: Added references to other company policies

1.0

Date of change: 15/10/2019

Responsible: Technical teams

Summary of Change: Initial release

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