

Remote Access Policy

Defines standards for connecting to the organization's network from any host or network external to the organization.

Last Update Status: 19 Dec, 2016

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. While these remote networks are beyond the area of control 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 BuildWealth Technologies Pvt Ltd's network from any host. These rules and requirements are designed to minimize the potential exposure to BuildWealth Technologies Pvt Ltd from damages which may result from unauthorized use of BuildWealth Technologies Pvt Ltd resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical BuildWealth Technologies Pvt Ltd internal systems, and fines or other financial liabilities incurred as a result of those losses.

3. Scope

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

4. Policy

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

General access to the Internet for recreational use through the BuildWealth Technologies Pvt Ltd network is strictly limited to BuildWealth Technologies Pvt Ltd employees, contractors, vendors and agents (hereafter referred to as “Authorized Users”). When accessing the BuildWealth Technologies Pvt Ltd network from a personal computer, Authorized Users are responsible for preventing access to any BuildWealth Technologies Pvt Ltd computer resources or data by non-Authorized Users. Performance of illegal activities through the BuildWealth Technologies Pvt Ltd 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*.

Authorized Users will not use BuildWealth Technologies Pvt Ltd networks to access the Internet for outside business interests.

For additional information regarding BuildWealth Technologies Pvt Ltd's remote access connection options, including how to obtain a remote access login, free anti-virus software, troubleshooting, etc., go to the Remote Access Services website (company url).

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 *Acceptable Encryption Policy* and the *Password Policy*.
- 4.1.2 Authorized Users shall protect their login and password, even from family members.
- 4.1.3 While using a BuildWealth Technologies Pvt Ltd-owned computer to remotely connect to BuildWealth Technologies Pvt Ltd's 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 BuildWealth Technologies Pvt Ltd business must be approved in advance by InfoSec and the appropriate business unit manager.
- 4.1.5 All hosts that are connected to BuildWealth Technologies Pvt Ltd 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. Third party connections must comply with requirements as stated in the *Third Party Agreement*.
- 4.1.6 Personal equipment used to connect to BuildWealth Technologies Pvt Ltd's networks must meet the requirements of BuildWealth Technologies Pvt Ltd-owned equipment for remote access as stated in the *Hardware and Software Configuration Standards for Remote Access to BuildWealth Technologies Pvt Ltd Networks*.

5. Policy Compliance

5.1 Compliance Measurement

The Infosec team will verify compliance to this policy through various methods, including but not limited to, periodic walk through, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team in advance.

5.3 Non-Compliance

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