**Teleworker name:**

**Position and role:**

**Department:**

**Manager**:

**Business purpose for teleworking proposal:**

**Address of proposed location:**

**Organisational facilities to be provided:**

**Hardware**

* Workstation/notebook computer
* Printer
* Scanner
* Fax machine
* Storage furniture
* Other (including anti-glare screens, wrist wrests, etc)
* Telephone units
* Site network infrastructure (wired/wireless and security levels)
* Connectivity requirements (modem/broadband/etc)
* Times during which connectivity is required
* Proposed backup method
* If privately owned equipment is being provided, full details are required.

**Software**

Details of operating systems and applications to be installed:

**Information assets/services:**

Details (identification and security classification) of central services to be accessed:

* Legal issues related to information to be provided / stored.
* Times during which support will be required.

**Known skill set and computer competence of teleworker:**

**Physical security of the site**

This assessment is to be carried out using [ISMS-C DOC 11.1.11](file:///I:\Shared%20drives\Company\Quality\QMS\ISMS\03Z%20Validated%20DOCX%20files\Control%20A11%20-%20physical%20and%20environmental%20security\ISMS-C_DOC_11.1.11.docx).

Attach any Health and Safety or other assessment that is also required for this location.

***Document Owner and Approval***

The Information Security Manager is the owner of this document and is responsible for ensuring that this document is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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