**Details of teleworker user:**

**Teleworker name:**

**Position and role:**

**Department:**

**Manager:**

**Equipment allocated**:   
A copy of [ISMS-C REC 8.1.1](file:///C:\Users\Sarah\Documents\ISO%209001\ISO%2027001\Section6\RiskMngmt\Control-A8\ISMS-C_REC_8.1.1.docm) showing what equipment has been approved and who is providing it is attached

**Access rights and classification of information to be stored:**   
*Insert the detailed access rights to be granted in terms of in* [*ISMS-C DOC 9.1.2*](file:///C:\Users\Sarah\Documents\ISO%209001\ISO%2027001\Section6\RiskMngmt\Control-A9\ISMS-C_DOC_9.1.2.docm)

**User access request originated by:** Date:

**User access request approved by:** Date:

User acceptance of access rights and responsibilities as set out in this agreement:

**I agree to be bound by the terms and conditions of this agreement and understand that infringement of this agreement could lead to disciplinary action, including termination of employment**

**Signed and agreed by staff member:** Date:

* 1. I*, ,* accept that I have been granted the access rights defined in this agreement to those organisational information assets also identified in this agreement. I understand and accept the rights which have been granted, I understand the business reasons for these access rights, and I understand that breach of them, and specifically any attempt to access services or assets that I am not authorised to access, may lead to disciplinary action and specific sanctions. I also accept and will abide by Retirement Capital’s Internet Acceptable Use Policy ([ISMS-C DOC 8.1.3](../Control%20A8%20-%20asset%20management/ISMS-C_DOC_8.1.3.docx)) and its e-mail policy ([ISMS-C DOC 8.1.3a](../Control%20A8%20-%20asset%20management/ISMS-C_DOC_8.1.3a.docx)).
  2. I acknowledge that I have received adequate training in all aspects of my use of Retirement Capital’s systems and of my responsibilities under this agreement.

1. **Passwords**
   1. My username and password will be issued in line with Retirement Capital’s procedure for authorising and issuing them.
   2. I will change my initial temporary password at first logon.
   3. I will select and use passwords that are at least 7 characters in length, are alpha-numeric, are not based on any easily guessable or memorable data such as names, dates of birth, telephone numbers etc., are not dictionary words and are free of consecutive identical all-numeric or all-alphabetic characters.
   4. I will keep my password secret and will not under any conditions divulge it to or share it with anyone, nor will I write it down and leave it anywhere that it can easily be found by someone else or record it anywhere without having obtained the specific authorisation of the Information Security Manager to do so.
   5. I will not store my password in any automated logon process.
   6. I will change my password at intervals as required by Retirement Capital, will not attempt to re-use passwords or use new passwords that are in a sequence, and will change my password more frequently if there is evidence of possible system or password compromise.
   7. I will not use the same password for organisational and personal use.
   8. Replacement passwords are administered as set out in [ISMS-C DOC 9.2.3](../Control%20A9%20-%20access%20control/ISMS-C_DOC_9.2.3.docx); users must obtain the written permission of their Manager before a replacement password can be issued.
   9. Proximity token may be issued to augment password or PIN access, any loss or damage to such tokens must be reported to the Information Security Manager immediately.
   10. All portable data carriers must be encrypted as set out in [ISMS-C DOC 5.2.1a](ISMS-C_DOC_6.2.1a.docx)
2. **Clear desk policy, screen savers and information reproduction**
   1. I understand that I am required to ensure that no confidential or restricted information (in paper or removable storage media format) is left on my desk, in my environs, or left in or near reproduction equipment (photocopiers, fax machines, scanners) when I am not in attendance and will ensure that such information is secured in line with Retirement Capital’s security requirements as set out in [ISMS-C DOC 8.2](../Control%20A8%20-%20asset%20management/ISMS-C_DOC_8.2.docx).
   2. I understand that I am required to ensure that no one is able to access my workstation when I am not in attendance and that I must have a password protected screensaver that operates within five minutes of no activity or which I activate when I leave the workstation unattended.
   3. I know that I am required to terminate active computer sessions when I have finished them and to log off (i.e. not simply turn off the computer screen) whenever I am finished working and that the workstation is to be protected by appropriate physical security, when I am not with it.
   4. I accept that I may only use Retirement Capital’s reproductive equipment (photocopiers, fax machines, scanners) for proper organisational purposes and that I will ensure that I will use facilities that are appropriate for the classification level of any information with which I am dealing.
3. **Software**
   1. I will ensure that no attempts are made to disable or over-ride any of Retirement Capital’s installed software, including anti-malware software, firewalls and automatic updating services.
   2. I accept that I may not download from the Internet or install on any organisational computer or other device any software of any sort for which Retirement Capital does not have a valid licence and that has not had the prior authorisation of the IT Manager. I recognise that this prohibition includes freeware, shareware, screensavers, toolbars and/or any other programs that might be available.
   3. I recognise that Retirement Capital’s requirements in respect of the use of Instant Messenger facilities is restricted to my secure company Google Account and will abide by it.
4. **Data control and legislation**
   1. I will obtain the written authorisation of the Data Protection Officer for the storage of any personal information (mine or anyone else’s) on Retirement Capital’s computer systems.
   2. I will ensure that I abide by any legal requirements in respect of my computer use, including privacy and data protection regulations.
5. **Backup and information classification**
   1. I acknowledge that I am responsible for ensuring that all information on my laptop or workstation is correctly classified and labeled in line with the requirements of [ISMS-C DOC 18.1.3](../Control%20A18%20-%20compliance/ISMS-C_DOC_18.1.3.docx). I will ensure that this requirement is complied with.
   2. I acknowledge that all files must be encrypted.
   3. I acknowledge that I am responsible for backing up information on my laptop or workstation in line with the requirements of control section 12.3 of the [Manual](../Manual/001%20Information%20Security%20Manual.docx). I understand that I am required to store all data on the company server or in the appropriate place on the company Google Drive and that I may not store organisational information other than in line with approved organisational requirements.
6. **Maintenance, insurance and return of equipment**

Should any issues develop with the equipment, it is the responsibility to notify the IT Manager as soon as possible and arrange for the device to be returned for repair or replacement. All company owned equipment will be insured by the company. Upon leaving the organisation, all company-owned equipment must be returned to the IT Manager

1. **Audit and security monitoring**

Retirement Capital reserves the right to remotely audit all company-owned equipment to ensure compliance against all procedures and processes defined in Retirement Capital’s Quality Management System.

***Document Owner and Approval***

The Information Security Manager is the owner of this user agreement template and is responsible for ensuring that it 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 user agreement template 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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**ANNEX TO THE USER AGREEMENT**

This annex contains details of notebook configurations, service connection and backup procedures that may change from time to time.