

ANTRIM COUNTY
Virtual Private Network (VPN) Remote Access Policy
Adopted: November 18, 2021

1.0 Objective

The purpose of this policy is to define the necessary rules and requirements for connecting to Antrim County's network from any host (cell phones, tablets, laptops, PCs). These rules and requirements are designed to minimize the potential security exposure to Antrim County from damages which may result from unauthorized use of Antrim County resources. Potential damages include the loss of sensitive or organization confidential data, intellectual property, damage to public image, and damage to critical internal systems.

2.0 Scope

This policy is applicable to all users granted Virtual Private Network (VPN) remote access rights to the county network. Remote access provides a means of connecting to Antrim County's internal network by using remote access devices including all types of modems and routers, DSL devices, cable modems, wireless modems, telephones, handheld devices, etc. The policy defined below will address both the use and administration of remote access ensuring secure and appropriate use of Antrim County's networks. The remote access system, hardware, software, tools and information are provided for the purpose of conducting business on behalf of Antrim County only.

3.0 Requirements

- All requests for VPN remote access to the county network must be approved and requested in writing by the Department Head or Elected Official. The Information Technology Department is responsible for implementing secure remote access and associated logging and will maintain an up to date list of all approved personnel. Department Heads or Elected Officials are required to notify the Information Technology Department when remote access is no longer required due to departure, termination or a change in job responsibilities.
- Employees using VPN connections are responsible for their Internet Service Provider (ISP) and coordinating the installation of Antrim County approved VPN software through the Information Technology Department.
- Employees approved for remote access must use an Antrim County provided computer or device. County provided anti-virus software must be loaded on the computer or device (as appropriate) along with current OS and application security patches.
- Use of the computer is limited to the individual authorized for remote access. Under no circumstances should a user share passwords with anyone, including peers and subordinates. If the individual has reason to believe the confidentiality of their password is compromised, they should immediately contact the Information Technology Department for assistance.

- It is the responsibility of Antrim County employees, contractors, vendors and agents with remote access privileges to the network, to ensure that their remote access connection is given the same consideration as the user's on-site connection.
- Remote users are responsible for ensuring unauthorized individuals, e.g. spouse, children, friends, colleagues, and others, cannot view sensitive information that appears on screen when accessing the system.
- Remote users are responsible for securing and properly disposing of personal and sensitive information.
- Performance of illegal activities through the county 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. Authorized users will not use the county's networks to access the internet for outside business interests.

4.0 Support

Remote access to the County network is provided as an extension of your normal work environment. Remote access support is provided during normal business hours by emailing the Information Technology Department at helpdesk@antrimcounty.org. If you are using remote access to provide off-hour support and you experience issues with connectivity, you may have to travel to your office. Support is not available to users for the configuration or troubleshooting of personal devices (e.g. routers, modems).

5.0 Enforcement

- Access privileges may be revoked at any time when the Information Technology Department finds it necessary to protect the network from security risks or maintain proper use of remote access.
- All users are subject to auditing of VPN usage as per the Antrim County Acceptable Use of Information Technology Policy.
- Access for non-county personnel will be limited to the resources to which they need access.
- Devices used to remotely access the county network will be used for business purposes only and will remain subject to the Antrim County Acceptable Use of Information Technology Policy.
- VPN users shall be automatically disconnected from the county network after a specified period of inactivity. The user can immediately log on again to reconnect to the network.

6.0 Acknowledgement

I have read the Antrim County VPN Remote Access policy and agree to abide by the requirements above.

Print Name

Signature

Date

7.0 Authorization

The Department Head or Elected Official must approve the request for VPN remote access.

Once the requesting Department Head's or Elected Official's approval has been obtained, the approved form will be kept on file in the Information Technology Department.

Department Head/Elected Official Signature

Date