<Organisation Name>

Remote Access Agreement [Template]

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This is a template document. It contains suggested or recommended content.

It is content that can be freely added to, moved, modified, or deleted.

Do not feel obliged to use the content as is if it does not suit your organisation.

You should read and adopt, adapt or remove, as appropriate!

What to do:

1. This document uses generic text for certain items that need to be updated by the organisation. These template text items are formatted in red with angle brackets (e.g. <Organisation Name> representing the organisation’s name), and should be updated to replace the template text with appropriate text specific to the organisation.
2. Using global replace, change <Organisation Name> to the organisation’s name
3. On the front page and in the page headers, change the Document Title to remove
“ [Template]” from the title, if present
4. On the front page and in the page footers, update the <Document Version & Date> to a new version of this document after your editing, and as you edit it in the future; e.g. V1.5 2025-05-05
5. Edit the document header to include the organisation’s logo, or remove the <Organisation Logo> template text
6. Find any other template text items and update them with the appropriate text for the organisation
7. Sometimes <there will be additional usage guidance formatted in blue like this comment> – it provides guidance and a reminder that the content can be freely edited to make it appropriate for your organisation
8. Review all the content and change anything as required to meet the organisation’s requirements and circumstances – sections and text can be modified, moved, deleted or added
9. Update the Contents table after updates by clicking on “Contents” and “Update Table…”; you may occasionally be prompted and can “Update entire table”
10. When ready, delete these instructions on this page and update the Contents again
11. Save the updated document

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# Remote Access Agreement

This agreement is required to be signed by all personnel who are employed by, contracted to, or volunteer for activities within <Organisation Name> and who use any form of remote access to <Organisation Name> IT resources. It is an undertaking that they recognise, understand and accept their responsibilities and obligations for the use of remote access facilities.

# Personal Responsibility

I recognise and accept the need to use <Organisation Name> remote access facilities with care and due diligence. I undertake to:

* Learn the correct and appropriate use of remote access facilities provided by <Organisation Name>
* Follow all documented processes and procedures governing the use of remote access facilities of <Organisation Name> so as to minimise the risks and consequences of cyber security events

# Approved, Authorised, Authenticated

I recognise and accept that <Organisation Name> provides me with remote access to its IT resources (infrastructure, data, etc) to enable me to perform my activities for <Organisation Name>. I undertake to:

* Use those remote access facilities only as approved and authorised by <Organisation Name>
* Protect my remote access credentials (usernames, passwords, multi-factor authentication information and devices, etc) against theft, disclosure or misappropriation

# Agreement and Signature

I, the undersigned, recognise and accept the responsibilities and obligations detailed in this Agreement and declare and agree that I will abide by them.

Full Name:

Title/Role:

Date:

Signature: