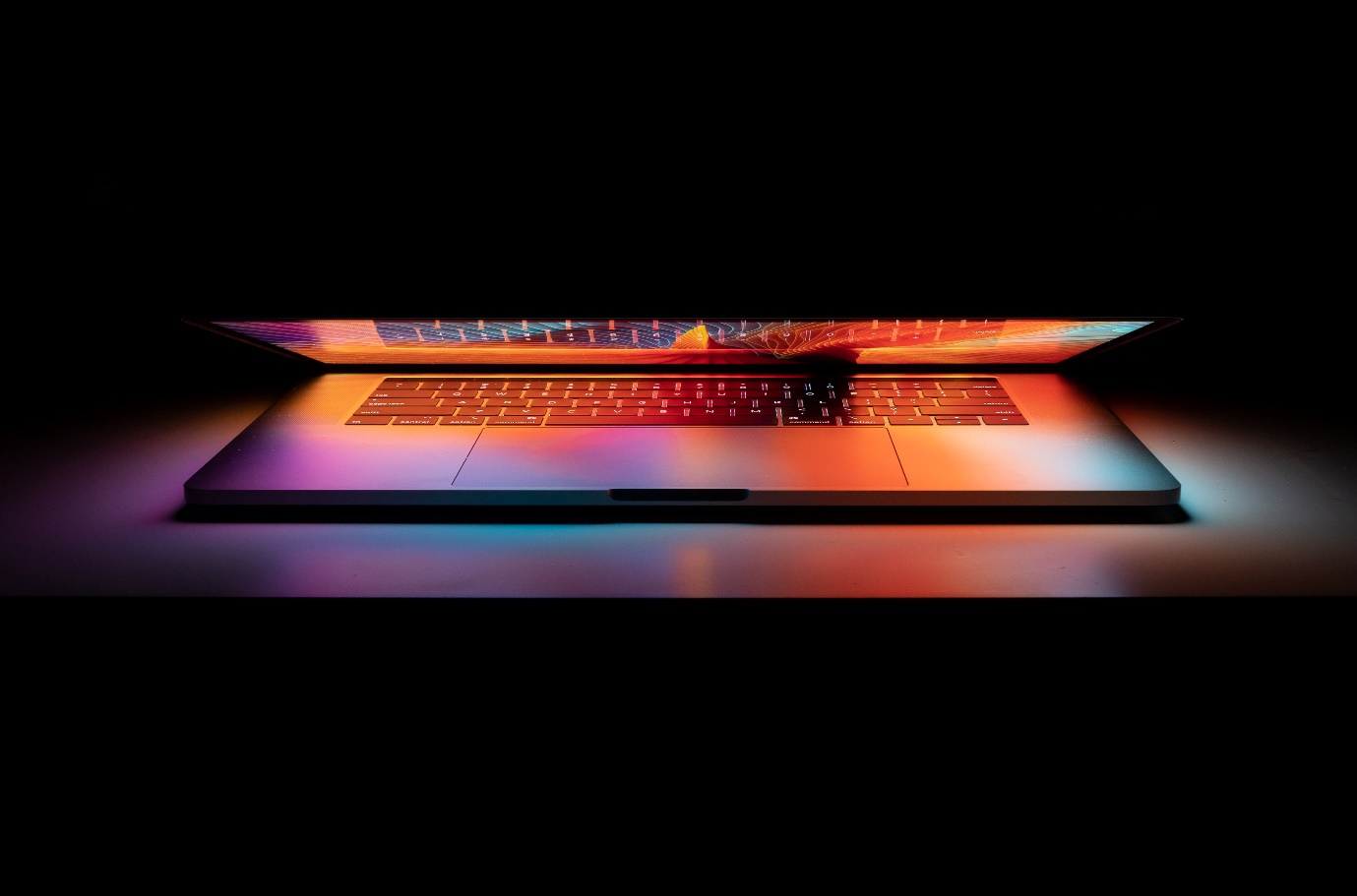
<Organisation Name>

Remote Access Agreement [Template]

V0.3 2021-11-10



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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
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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: