

# Remote Access and Telecommuting

IT Security Committee

January 16, 2008

## Questions for Discussion

What are the IT security considerations for telecommuting?

- Applicable IT security standards;
- Use of university vs. non-university computers;
- Limitations regarding access to restricted data;
- Responsibilities of individuals vs. service providers
- ...other

What is recommended for these IT security considerations?

- Policy
- Guidelines
- Education/awareness
- ...other

Other impacts to anticipate or mitigate?

## REFERENCES (optional reading for ITSC meeting)

### Telecommuting Agreements/Guides

|               |  |
|---------------|--|
| UC Santa Cruz | Telecommuting at UCSC -- A Manager's Guide (2001):<br><a href="http://shr.ucsc.edu/shr-procedures/section-e/e13.pdf">http://shr.ucsc.edu/shr-procedures/section-e/e13.pdf</a><br><br>SHR sample telecommuting agreement (2001):<br><a href="http://shr.ucsc.edu/forms/forms/shr-1280.pdf">http://shr.ucsc.edu/forms/forms/shr-1280.pdf</a> |
| UCOP          | UC Personnel Policies for Staff Members (UC-PPSM)<br>UCOP Human Resources Procedures Supplement D – TELECOMMUTING GUIDELINES<br><a href="http://hrop.ucop.edu/documents/ppsmsupd.pdf">http://hrop.ucop.edu/documents/ppsmsupd.pdf</a>  |
| UC Berkeley   | Staff Employee Telecommuting Procedures<br><a href="http://hrweb.berkeley.edu/POLICY/telegdln.htm">http://hrweb.berkeley.edu/POLICY/telegdln.htm</a>   |
| UC Davis      | Telecommuting Guidelines:<br><a href="http://www.hr.ucdavis.edu/Elr/workplace-flexibility/telecommuting">http://www.hr.ucdavis.edu/Elr/workplace-flexibility/telecommuting</a>   |
| UC Riverside  | Telecommuting Procedure for Staff Members<br><a href="http://humanresources.ucr.edu/?content=PoliciesAndContracts/TelecommutingProcedure.htm">http://humanresources.ucr.edu/?content=PoliciesAndContracts/TelecommutingProcedure.htm</a>   |
| UC San Diego  | UCSD Guide to Flexible Work Arrangements for Staff (PDF).<br><a href="http://www-hr.ucsd.edu/~qwl/fwaguide.pdf">http://www-hr.ucsd.edu/~qwl/fwaguide.pdf</a>   |

### UCSC Security Policy Related to Telecommuting:

- Minimum Connectivity Requirements - sets requirements for connecting to the network based on IS-3 (draft pending formal EVC approval): <http://its.ucsc.edu/security/policies/minreqs.php>
- UCSC Password Standards: <http://its.ucsc.edu/security/policies/password.php>

### UCSC Security Education/Awareness Related to Telecommuting:

- Remote access guidelines: <http://its.ucsc.edu/security/policies/ra.php>
- Sending passwords and RD securely:  
[http://its.ucsc.edu/security\\_awareness/minreqtransmit.php](http://its.ucsc.edu/security_awareness/minreqtransmit.php)
- Practices for protecting electronic restricted data - quick reference:  
<http://its.ucsc.edu/security/policies/rd.php>
- Expanded practices for protecting electronic restricted data (draft approved by ITS):  
[http://its.ucsc.edu/security/policies/rdpp\\_general.php](http://its.ucsc.edu/security/policies/rdpp_general.php)
- IT Service Provider practices for protecting electronic restricted data (draft approved by ITS):  
[http://its.ucsc.edu/security/policies/rdpp\\_service.php](http://its.ucsc.edu/security/policies/rdpp_service.php)