

DONEGAL EDUCATION AND TRAINING BOARD REMOTE ACCESS SECURITY POLICY

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Purpose:

Donegal ETB ICT department limits remote access on to its network to the following;

- Remote IT Support
- Administrative access to key internal systems.

Donegal ETB utilises Remote Desktop associated with its Google Workspace account. This provides access only to the staff member's work PC.

To allow user access, Donegal ETB enforces a number of security measures.

Security

- To access Remote Desktop, all users must;
 - Login using their ETB email account.
 - Enable 2 Step verification.
 - Add an additional Pin code.
 - Comply with our [Password policy](#).
- This only enables access to;
 - Users work device.
 - Server access is limited by the user work permissions.

Third Party Access

Third party access is not available other than in exceptional circumstances. This will be provided by the ICT Department, using traditional remote access using a secure VPN where required.

User Responsibilities

- Access to Remote Desktop is limited to staff who retain a working device in the administrative office.
- Staff must comply with our [ETB Technology Acceptable Usage Policy](#)
- Staff must only connect using a device provided and configured by the ICT Department.
- Staff must never connect to their remote desktop using a personal device.
- Staff must enable 2 Step Verification and comply with our [Password policy](#).
- Any unusual activity on their remote device must be reported to the ICT Department by raising a ticket on our [Helpdesk](#).

Enforcement

Any staff member who fails to comply with this policy will have their credentials revoked, which may prevent them from working remotely.