Title – Vendor Remote Access Policy

Policy Abstract – Birmingham-Southern College provides for remote computer access to vendors.

Responsible Office – Information Technology, Administration

Offical – Anthony Hambey

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Applies To – All vendors

Effective Date – 10/1/2012

Revision Dates – 10/1/2012 – New

1. Introduction/Background – Access to computer systems for maintenance and installation is normally granted in the physical location where equipment resides on campus. However, remote access may be possible as deemed appropriate.

2. Purpose – As vendor arrangements begin and terminate with the college it is necessary to manage remote access provided in accordance with best practices.

3. Applicable Regulations – SACS Comprehensive Standard 3.9.2 – Confidentiality of Student Records and 3.11.3 – Physical Resources

4. Policy Statement –
   • Remote access to campus computers is provided through a secure VPN (virtual private network) connection.
   • Vendor supplied remote computer equipment capable of connecting to college systems must be available, including internet service.
   • Contact with Information Technology for authorization must occur prior to each remote connection.

5. Details – Upon request through the Helpdesk a review of available technology will be conducted by Information Technology staff to determine if access is possible.

6. Definitions – SACS is the Southern Association of Colleges and Schools.