

Title – Vendor Remote Access Policy

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

Responsible Office – Information Technology, Administration

Official – 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.
7. **References** – The Principles of Accreditation 2012 Edition.