



## **Policy and Procedure: HIPAA/HITECH Compliance**

### **Topic: *Remote Access***

#### **Policy Purpose:**

The purpose of this policy is to protect **Saratoga Bridges'** electronic information from being inadvertently compromised by authorized personnel using remote access.

The scope of this policy is to define appropriate remote access and its use by authorized personnel.

#### **Policy Description / Responsibilities:**

**Saratoga Bridges** employees and authorized third parties (customers, vendors, etc.) can use remote access connections to gain access to the corporate network. Remote access should be strictly controlled, using password authentication and supervision if it is a contractor or other individual who is not a regular Bridges staff person performing their duties as assigned. Access requests will be made through the ISO or designee of the ISO.

It is the responsibility of the employees with remote access privileges to ensure a remote access connection to **Saratoga Bridges** is not used by non-employees to gain access to company information system resources. An employee who is granted remote access privileges must remain constantly aware that remote access connections between their location and **Saratoga Bridges** are literal extensions of **Saratoga Bridges'** corporate network, and that they provide a potential path to the company's most sensitive information. The employee and/or authorized third party individual must take every reasonable measure to protect **Saratoga Bridges'** assets.