Remote access policy

Remote access of [the Company]’s computer or voicemail systems is permitted for business purposes only. Users will not access any information other than that which they are specifically authorized to and which is necessary for the performance of their assigned duties.

Confidential records should not be brought home or stored at home, either in electronic or hard copy form, without express prior permission from [appropriate officer]. Upon the User’s termination from [the Company], for any reason, remote access is strictly forbidden under all circumstances.