

Third-Party Remote Access Management Policy

Document Owner: [Owner Name/Title]

Approval Date: [Date]

Next Review: [Date]

1. Purpose

The purpose of this policy is to define requirements for granting, monitoring, and revoking remote access to the organization's networks, systems, and data by third parties.

2. Scope

This policy applies to all third-party entities, contractors, service providers, and vendors requiring remote access to the organization's systems and data.

3. Policy

3.1 Authorization

- All third-party remote access must be formally requested and approved by the system owner or designated authority.
- Access requests must specify the business justification, duration, and required resources.

3.2 Access Provisioning

- Access is granted based on the principle of least privilege and time-limited to the period required for completion of contractual obligations.
- Unique user credentials must be assigned to each third-party user; sharing credentials is prohibited.
- Multi-factor authentication must be enforced for remote access.

3.3 Monitoring and Review

- Remote sessions must be logged and regularly reviewed.
- Third-party activities are subject to periodic audits.

3.4 Termination of Access

- Access rights must be revoked immediately following the end of the agreement, contract expiration, or upon request by the organization.
- Accounts inactive for more than 30 days must be disabled.

4. Roles and Responsibilities

- **System Owners:** Approve or deny third-party access requests and ensure compliance.
- **IT Department:** Implement access controls, monitoring, and account revocation.
- **Third Parties:** Comply with organizational security and confidentiality requirements.

5. Enforcement

Violations of this policy may result in immediate revocation of access and may necessitate legal or disciplinary

action.

6. Review and Updates

This policy must be reviewed and updated annually or as required by changes in regulations, technology, or business needs.

7. References

- [Related Policy 1]
- [Related Standard or Procedure]