Reference : ADMINISTRATIVE SERVICES - MIS
Section : ADMINISTRATIVE SERVICES
Title : REMOTE ACCESS TO MAINTENANCE INFORMATION MANAGEMENT SYSTEMS (MIMS)

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I PURPOSE

Remote Access to the Authority's Maintenance Information Management System (MIMS) using an Internet Service Provider (ISP) and a Virtual Private Network (VPN, via Internet) connection will be provided to the authorized personnel only. This benefit is not intended as a means of telecommuting from home but as to supplement the monitoring and completion daily work tasks for management staff.

While offering potential benefits, remote access to Information Technology (IT) resources introduces new risks to the security of Authority's automated information and systems, as well as to the privacy of the authorized personnel it serves. For example, without appropriate safeguards to protect the integrity of the electronic functions and processes the authorized personnel working remotely is to perform, the following security issues could occur:

- Malicious software could be introduced to the user and/or Authority office equipment and
- System sign-on identifications and passwords could be intercepted and reused to access systems and data files without authorizations.

II POLICY

1. Must sign and agree to abide by the provisions of the "*Application for Remote Access to Authority Maintenance Information Management System (MIMS) Application Form* ." (Exhibit 4)
2. Must maintain the latest release of virus software loaded on their computer equipment to protect the Authority's automated information systems from attacks of malicious software.
3. When possible install a home base firewall software package.
4. When prompted to save your user name and password the user must respond "No." This information is stored in your computers cache memory and can be obtained by hackers.
5. The user must never share your account / password with others.
6. Never use someone else's account.
7. Never invade the privacy of other individuals or computer systems.

III PROCEDURE

All employees authorized to use Maintenance Information Management System (MIMS) remotely are required to complete a Maintenance Information Management System (MIMS) Statement of Understanding (Exhibit 4 Section B) and are subject to the provisions of this policy.

All employee so authorized, and those persons whom they report to, shall ensure:

1. Employee applications for access to the Maintenance Information Management System (MIMS) should be made by completing the Application for Remote Access to MIMS (Exhibit 4).

2. The employee’s signed statement and application approved by the appropriate General Manager/Director shall be forwarded to the MIS Manager.

3. MIS will provide with proper system setup for the employee accessing the system remotely upon receipt if the approved statement of understanding and application.

4. MIS will monitor system use monthly.

5. Ethical judgments are exercised when accessing, selecting, printing, and reviewing system data.

6. Compliance with all Authority policies including those specifically referenced by this document.