

Terms and Conditions for VPN access

Virtual Private Network (VPN) access is for the sole purpose of accessing the City of Albuquerque internal network from a remote location. **VPN access is to be used strictly for business of the City of Albuquerque.** While connected via VPN, you are directly connected to the City of Albuquerque network and its resources. This connection provides the opportunity to introduce viruses and other computer vulnerabilities into the City of Albuquerque networked environment.

To best provide for the security and integrity of the City of Albuquerque data, several terms and conditions must be met. All employees, vendors, customers and contractors conducting business with the City of Albuquerque must meet and agree to these terms and conditions.

- While connected via VPN, you are directly connected to the City of Albuquerque network and its resources.
- While connected to the City of Albuquerque network, you are responsible for following all City of Albuquerque Information Technology Policy and Standards.
- Do not provide, share or in any way allow others access to your login name and password to gain access to the City of Albuquerque VPN connection.
- Access to the City of Albuquerque data is strictly reserved for City of Albuquerque employees and contractors requiring a need. This data shall not be shared with any unauthorized personnel.
- If the City requires an employee or, if the employee voluntarily uses a personal mobile device for city business, a public record has been created (e.g., text messages, photographs, voice mail, etc).
- A City of Albuquerque employee who uses a personal mobile device, either required or voluntarily, for city business must comply with an Inspection of Public Records (IPRA) request.
- The City of Albuquerque Network or Security Manager reserves the right to provide or discontinue access to a VPN connection.
- Personnel using VPN are responsible for the management and updating of anti-virus software and all security and operating systems patches on their computer.
- Any activities other than for City of Albuquerque business are strictly prohibited and may result in loss of privileges to VPN account and disciplinary action up and include termination.