

## **Terms and Conditions Policy for VPN access**

Virtual Private Network (VPN) access is for the sole purpose of accessing the City of Albuquerque (CABQ) internal network from a remote location. **Its purpose is to be used strictly for business of the CABQ.** To best provide for the security and integrity of the CABQ data, several terms and conditions must be met. All employees, vendors, customers and contractors conducting business with the CABQ must meet and agree to these terms and conditions.

- **Do not provide, share or in any way allow others access to your login name and password to gain access to the CABQ VPN connection.**
- **Access to the CABQ data is strictly reserved for CABQ employees and contractors requiring a need. This data shall not be shared with any unauthorized personnel.**
- **Access to the CABQ network is to be used solely for CABQ business.**
- **The CABQ ITSD Security or Network Manager reserves the right to provide or discontinue access to a VPN connection.**
- **While connected via VPN, you are directly connected to the CABQ network and its resources. This connection provides the opportunity to introduce viruses and other computer vulnerabilities into the CABQ networked environment. Personnel using VPN are responsible for the running and updating of anti-virus software on their computer.**
- **Personnel using VPN are responsible for the management and updating of all security and operating systems patches on their computer.**
- **Any activities other than for CABQ business are strictly prohibited and may result in loss of privileges to VPN account and disciplinary action up to termination.**