

# Remote Worker Data Security and Cybersecurity Agreement

This agreement outlines the cybersecurity standards and data protection protocols required for employees working remotely. Please complete the fields below and print this document for company records.

## 1. Employee Information

Employee Full Name:

Job Title:

Department:

Supervisor / Manager:

## 2. Authorized Work Devices

Please list the primary devices you will use to perform remote work and access company networks:

Primary Device Make & Model:

Primary Device Serial Number:

Operating System Version:

## 3. Cybersecurity Protocols & Obligations

Please review each cybersecurity standard and type your initials in the adjacent box to confirm your understanding and agreement.

A. Secure Networks: I will only connect to the internet using a secure, password-protected network. I will not use public Wi-Fi without active Virtual Private Network (VPN) software. (Type Initials):

B. Device Security: I will lock my computer screen when leaving it unattended, and I will not permit family members or unauthorized third parties to use company-assigned equipment. (Type Initials):

C. Data Protection: I will not store confidential customer or company data on personal hard drives, personal cloud storage services, or physical paper documents. (Type Initials):

D. Software Updates: I will ensure that anti-virus software, firewall configurations, and operating system updates are kept current on all devices used for work. (Type Initials):

E. Incident Reporting: I will immediately report any lost or stolen work devices, suspected malware infections, or potential phishing compromises to the IT security team. (Type Initials):

## 4. Agreement and Signatures

By signing below, I acknowledge that I have read, understood, and agreed to adhere to all remote work cybersecurity policies. I understand that compliance with these procedures is a condition of my remote work arrangement, and failure to comply may result in disciplinary action up to and including termination.

Employee Signature (Print Name):

Date Signed:

IT Representative / Supervisor Signature (Print Name):

Date Signed: