



## **Dial-In Access Policy**

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**Things to Consider:** *Please consult the Things to Consider FAQ for additional guidelines and suggestions for personalizing the SANS policies for your organization.*

**Last Update Status:** *Retired*

### **1. Overview**

See Purpose.

### **2. Purpose**

The purpose of this policy is to protect <Company Name>'s electronic information from being inadvertently compromised by authorized personnel using a dial-in connection.

### **3. Scope**

The scope of this policy is to define appropriate dial-in access and its use by authorized personnel.

### **4. Policy**

<Company Name> employees and authorized third parties (customers, vendors, etc.) can use dial-in connections to gain access to the corporate network. Dial-in access should be strictly controlled, using one-time password authentication.

It is the responsibility of employees with dial-in access privileges to ensure a dial-in connection to <Company Name> is not used by non-employees to gain access to company information system resources. An employee who is granted dial-in access privileges must remain constantly aware that dial-in connections between their location and <Company Name> are literal extensions of <Company Name>'s corporate network, and that they provide a potential path to the company's most sensitive information. The employee and/or authorized third party individual must take every reasonable measure to protect <Company Name>'s assets.

Analog and non-GSM digital cellular phones cannot be used to connect to <Company Name>'s corporate network, as their signals can be readily scanned and/or hijacked by unauthorized individuals. Only GSM standard digital cellular phones are considered secure enough for connection to <Company Name>'s network. For additional information on wireless access to the <Company Name> network, consult the *Wireless Communications Policy*.

Note: Dial-in accounts are considered 'as needed' accounts. Account activity is monitored, and if a dial-in account is not used for a period of six months the account will expire and no longer



function. If dial-in access is subsequently required, the individual must request a new account as described above.

## **5. Policy Compliance**

### **5.1 Compliance Measurement**

The Infosec team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

### **5.2 Exceptions**

Any exception to the policy must be approved by the Infosec team in advance.

### **5.3 Non-Compliance**

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **6 Related Standards, Policies and Processes**

- Wireless Communications Policy

## **7 Definitions and Terms**

None.

## **8 Revision History**

<b>Date of Change</b>	<b>Responsible</b>	<b>Summary of Change</b>
Dec 2013	SANS Policy Team	Converted format and retired.