

Virtual Private Network (VPN) Policy

1.0 Purpose

The purpose of this policy is to provide guidelines for Remote Access IPsec, PPTP or L2TP Virtual Private Network (VPN) connections to the Clay County corporate network.

2.0 Scope

This policy applies to all Clay County employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing VPNs to access the Clay County network. This policy applies to implementations of VPN that are directed through an InstaGate/Firewall.

3.0 Policy

Approved Clay County employees and authorized third parties (customers, vendors, etc.) may utilize the benefits of VPNs, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating/configuring installation, and paying associated fees.

Additionally,

1. It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to Clay County internal networks.
2. VPN use is to be controlled using either a password authentication system that is HIPAA compliant. (Password that is min 8 characters – upper/lower case, alpha/numeric and special characters i.e. period/exclamation point.)
3. When actively connected to the county network, no other VPNs or dial up services should be started. Dual (split) tunneling is NOT permitted; only one network connection is allowed.
4. VPN gateways will be set up and managed by the Clay County IT Department.
5. Any employee needing to connect to the Clay County internal network via VPN must use county owned computers.
6. All computers connected to Clay County internal networks via VPN or any other technology must use the most up-to-date anti-virus software that is the corporate standard. Written verification of up-to-date anti-virus definitions is required.
7. VPN users will be responsible for disconnecting from the network when finished working. The user must then re-log onto system to reconnect.
8. By using VPN technology, users must understand that the computers being used to access the network are a de facto extension of Clay County's network, and as such are subject to the same rules and regulations that apply to all Clay County-owned equipment, i.e., their machines must be configured to comply with Clay County's Network Security Policies. Laptops must be connected to the network on a regular basis to insure the anti-virus definitions are up to date.

4.0 Enforcement

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

5.0 Definitions

Term Definition

InstaGate/Firewall: A device in which VPN connections are terminated.

6.0 Revision History

REQUEST for VPN Connectivity

Employee: _____

Purpose of VPN connection with the Clay County Network:

VPN Connection valid for the following dates:

Department Head: _____

Approved/Denied	Clay County Board of Supervisor	Date
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