



Virtual Private Network (VPN) User Agreement for Contractors

It is the responsibility of the Information Technology division to protect the integrity of the Department of Health and Hospitals' data and network. Therefore, Virtual Private Network (VPN) access is limited to those employees or approved contractors needing access to perform the duties of their job at DHH. Any end-user requiring said access must adhere to the VPN Policy as well as complete a VPN User Agreement.

Requirements for VPN Access Granted:

Approved contractors 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 installation, installing any required software, and paying associated fees. Further details may be found in the Remote Access Policy. VPN users must configure their equipment to comply with DHH's VPN and Network policies.

1. I am required to comply with all DHH IT policies while doing work for DHH.
2. As a user with VPN privileges, it is my responsibility to ensure that unauthorized users are not allowed access to the DHH network utilizing my credentials.
3. I will not share my credentials with any other person.
4. I am responsible for maintaining the latest Windows updates.
5. I am responsible for maintaining up-to-date, DHH approved anti-virus software.
6. I am responsible for maintaining hard drive encryption that is compliant with FIPS 140-2 or higher.
7. I will provide proof of items 4, 5, and 6 as requested by DHH.
8. I understand that DHH IT reserves the right to revoke my VPN access at any time.
9. I will not install or use any type of VPN client software that has not been approved by DHH.
10. I will not install VPN on any device that has not been approved by DHH.
11. I understand that DHH will review my VPN access periodically and will require a new application and user agreement to be completed while access is still required.

By signing below, I have read and agree to abide by the VPN policy and user agreement.

Contractor Signature