

Liability Checklist for VPN Requester

VPN access privileges to the UCLA Health Sciences network requires an elevated level of approval and acceptance of potential liability for the supervisor/project manager/PI. Below is a checklist of items that you, **as an authorizer**, need to be aware of *and it is imperative to stay current with access permissions of the user*. By requesting and approving VPN access, you acknowledge and accept responsibility for the following items (**please initial** inside each box):

- During leave of absence (LOA) or when user is no longer associated with the study/research project, **immediately** notify IT to disable/delete access.
- Hourly employees are legally eligible to claim regular or overtime pay for VPN sessions.
- A user's device may be infected with Ransomware, Virus, Malware or Spyware. If s/he uses the device to access a file server via VPN, then that file server may potentially get infected and corrupt all files.
- A user may save, download (often unknowingly), proprietary or confidential files to home/personal computer desktop/my document location. Anyone who shares the device will have access to these files. Those files could also be "hacked/stolen" even after the user leaves the research project/study (because they are saved in hard drive).
- User will not save/sync any data to unauthorized cloud services.
- Users should only use mobile devices and removable media that are **encrypted** and password-protected. These include: laptops, smartphones, tablets, USB flash drives and external hard drives.
- Provide proof of encryption if a device is lost/compromised and you may be summoned to facilitate investigation in determining the extent of damage due to the breach.

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Reason for VPN: _____

User/Employee Name: _____ ID: _____

User Contact Phone [**Required**] (office): _____ (cell): _____

Supervisor/Project Manager/PI name: _____

Supervisor/Proj. Mgr./PI signature: _____ Date: _____

Supervisor/ Proj. Mgr./PI Contact Phone (office): _____ (cell): _____

Timesheet approver name: [**Required** for non exempt] _____

Timesheet approver signature: [**Required** for non exempt] _____