



## Secure Remote Access for External Party/ Vendor \*\*\* Conditions of Use of Western Health DTS\*\*\*

### Declaration for requesting Secure Remote Access

Please ensure you read and understand the following conditions prior to signing.

#### **Confidentiality of Information**

You shall be responsible as an external party/ vendor or healthcare professional to abide with the **ethical** and **contractual** requirements, for maintaining the confidentiality of **ALL** data accessed on Western Health systems.

*Note: Downloading or printing of information to remote locations (e.g., home PCs/ printers) is prohibited.*

#### **Confidentiality of Passwords**

Your personal password must be regarded as confidential and absolutely protected. Your password is a 'stamp' that identifies your access, actions and activities in the network and computer system(s). It must not be divulged to others because the responsibility for actions performed under your login and password shall remain yours.

#### **Password Security**

No account holder is to attempt to bypass or defeat the security systems or attempt to obtain the use of passwords or privileges issued to other account holders. Should such attempts be uncovered, disciplinary action(s) will follow, including reporting the matter to the police.

#### **Software Security**

You shall not contribute to any risk or exposure of the systems to copyright breach. This applies to both applications developed by the hospital or commercially purchased.

#### **Hardware Security**

You shall not contribute to any risk or exposure of the systems to hardware security. You shall ensure, as far as possible within your role in the hospital that the computer equipment is protected from theft, damage and unauthorised access.

#### **Reporting Lapses of Security**

You shall report to the Western Health Authorising Manager any known or observed attempts to break security, data breach/ theft or to gain unauthorised computer access.

#### **Change Management**

You shall abide by Western Health's Change Management policy to lodge a Request for Change for any change to be carried out on the system under your control.

#### **Termination of Access**

You shall be responsible to inform us to terminate the access account (s) when they are no longer required. This is to ensure that the account(s) are not abused by some other party whilst you are still responsible for the remote access by your organisation.