Policy Name: Remote Network Access  
Originating/Responsible Department: Information Technology Services (ITS)  
Approval Authority: Senior Management Committee  
Date of Original Policy: February 2010  
Last Updated: September 2021  
Mandatory Revision Date: September 2022  
Contact: AVP (ITS) & Chief Information Officer

Policy:  
Carleton University requires that remote access to non-public and/or administrative data of the on-campus network use necessary safeguards to protect the confidentiality, integrity and availability of the data.

Purpose:  
The purpose of this Policy is to define standards for connecting to any campus network or system from an off-campus location. These standards are intended to minimize the risk of damage to Carleton University. Damage may include unauthorized use, loss of data, disclosure of intellectual property; damage to public image, to internal systems, or any other undesired consequence.

Scope:  
This Policy applies to all Carleton University faculty, staff, students, contractors, vendors, agents and other parties who access non-public and/or administrative Carleton IT resources from off-campus locations using a Virtual Private Network (VPN).

This Policy applies to all departments that provide remote access services.

All University Policies are to be adhered to, with the following providing specific direction:  
- Acceptable Use Policy for Information Technology  
- Information Security Policy  
- Data and Information Classification and Protection Policy  
- Information Technology (IT) Security Policy  
- CUNET Domain Membership and Access Policy

Procedures:  
A Virtual Private Network (VPN) provides secure access to a remote network. Accessing the Carleton network via a VPN connection places your computer or device on the network as if it was directly connected while on-campus. As such, this can introduce various risks to the confidentiality, integrity and availability of the information and services that Carleton provides. The requirements to offer and use VPN services at Carleton include:

- ITS provides a centrally supported VPN service; when this central VPN cannot satisfy a departments specific needs then a departmental VPN service may be used.
• Computers used for remote access must have an up-to-date endpoint security solution installed and activated as well as firewall protection (hardware or software based). Remote Access solutions must use an industry standard IPSEC or SSL/TLS VPN solution, using strong encryption and centralized user authentication.
• Unique credentials are required for each VPN user.
• Processes and procedures must be in place to ensure user provisioning and de-provisioning exists and is aligned to Human Resources termination procedures.
• Authentication systems must offload logs to a central logging server and retain the logs for at least 180 days.
• Remote access servers must offload logs to a central logging server and retain the logs for 90 days.
• Remote access sessions must force a re-authentication of the user to the VPN service at least every 12 hours.
• Remote access technologies used by vendors requires the use of two-factor authentication and are activated only when needed, and are deactivated immediately after use.
• Usernames and passwords for remote access must not be shared with anyone (including family members) for any purpose – University staff will NEVER ask you to disclose your username or password.
• All University policies normally adhered to when on-campus shall also be adhered to while off-campus while using a VPN.
• Client VPNs must not store the password portion of VPN credentials, requiring the user to enter their password each time the VPN is established.
• Remote access to sensitive areas of the Carleton network may require the use of two-factor authentication when authenticating to a VPN.

**Payment Card Industry Data Security Standards (PCI DSS) Requirements:**
For IT infrastructure that is within the scope of PCI DSS compliance requirements, the following are also required:
• Sessions for remote access technologies must be automatically disconnected after 30 minutes of inactivity.
• Remote access technologies used by third parties must only be activated when needed, and must be deactivated immediately after use.
• Remote access must use ITS approved two-factor authentication.
• It is strictly prohibited to copy, move or store cardholder data onto local hard drives and removable electronic media when accessing such data by remote access technologies.

**Roles and Responsibilities**
Remote Users are responsible for:
• Conforming to Carleton University policies, procedures and standards when connecting to the University network.
• Ensuring that their remote computer used to access University IT resources meets information security requirements.
• Not saving or storing University confidential or sensitive data on non-University assets.
• Using two-factor authentication, where possible, when using University IT resources.

ITS is responsible for:
• Implementing, maintaining and developing standards for all remote access technologies.
• Configuration and operation of VPN services in compliance with University Policy.
• Evaluating whether two-factor authentication is required on accounts used for remote access or VPN.
• Ensuring that University department’s received a “go” security assessment prior to any new VPN or remote access service being brought online.

Department Chairs, Directors and Management in all Departments are responsible for:
• Ensuring that VPN services configured within their Departments are done so in compliance with University Policy and received a “go” security assessment prior to their implementation.
• Ensuring that each VPN user is uniquely identifiable.
• Ensuring that VPN and authentication system logs are stored as per policy.
• Ensuring that access granted through VPN services are terminated for departing staff, faculty, student affiliates, and 3rd parties when no longer required.
• Ensuring firewall requests are submitted for any new systems as well as de-commissioned systems.
• Ensuring that two-factor authentication is integrated into systems in accordance with university policy.
• Participating in any internal or external audits that involve remote access technologies.

Department of Human Resources is responsible for:
• Reporting employee departures to ITS to ensure that their remote access is disabled.

Compliance:
Non-compliance to this Policy may result in disciplinary action.

Contacts:
Assistant Vice-President (ITS) & Chief Information Officer

Links to related Policies: [http://carleton.ca/secretariat/policies/](http://carleton.ca/secretariat/policies/)
• Acceptable Use Policy for Information Technology (IT)
• Information Technology (IT) Security
• Password Policy for Information Systems
• CUNET Domain Membership and Access Policy
• Information Security Incident Response