



Lake County

Third Party Network Access Request Form

By signing this agreement, the requestor agrees and attests to the following in exchange for being allowed access to the Lake County network:

- The requestor has received a copy of the Lake County's Electronic Communication Policy and Information Security Handbook and agrees to abide by the terms of those policies at all times.
- The device being used by the requestor to access the Lake County network is running a current version of antivirus (AV) software with the most recent virus signature data file (DAT file).
- The device operating system being used by the requestor to access the Lake County network is patched with all critical security patches as provided by the operating system vendor.
- The device being used by the requestor to access the Lake County network is clean of all "spyware" or other malware.
- The requestor shall not utilize any packet capture or analysis tools, security analysis tools, or other network/system management utilities on the Lake County trusted network unless the requestor has been given specific written authority to engage in such activity by the Chief Information Officer of the Lake County IT Department or an authorized designee.
- The requestor shall not store on a non-Lake County owned computer any data or records belonging to Lake County or its elected officials that is sensitive or has otherwise been designated as limited disclosure or ePHI information unless such action is necessary for the performance of the requestor's contractual duties to Lake County and the requestor has been given specific written authority to engage in such activity by an authorized representative of Lake County or applicable elected official.
- All VPN client connections must be configured with split-tunneling disabled. In other words, it should not be possible to connect to Lake County's network resources outside of a VPN tunnel when enabled.
- With respect to any data which requestor has lost or damaged, requestor shall, at its own expense, promptly replace or regenerate such data from Lake County's machine-readable supporting material, or obtain, at requestor's own expense, a new machine-readable copy of lost or damaged data from Lake County's data sources.
- The requestor understands and acknowledges that the County reserves the right to monitor, intercept, access and disclose all information created, sent, received, or stored on the County's network and its electronic communications systems at any time, with or without notice and that the requestor does not have any right to privacy with regards to that information.
- The requestor understands that any failure to abide by the terms of this agreement, the Lake County's Electronic Communication Policy or the Information Security Handbook may result in the requestor being prohibited from using the Lake County Network and its electronic communications systems.
- The requestor agrees to notify Lake County immediately upon discovery if there has been a breach of security or improper use of the Lake County network or if a log on or password has been lost or is no longer in use.
- Lake County reserves the right to revoke the requestor's access to the Lake County network or electronic communications systems at anytime, without notice, if this agreement is violated or if Lake County suspects an improper or unauthorized use of the Lake County network or electronic communications systems by either the requestor or a member of his or her company/organization.

Signed (Requestor): _____ Date: _____

(OVER)

TO BE COMPLETED BY REQUESTOR (PLEASE PRINT)	
Requestor Name:	
Requestor Company:	
Lake County Sponsor:	
Purpose For Needing Network Access:	
Type of Device to be Connected to Network (i.e., laptop, server, etc.):	
TO BE COMPLETED BY LAKE COUNTY TECHNICAL SUPPORT	
Device Hostname	
IP Address Assigned	
Remote Network Address	