

Web Filtering Exception Form

Instructions

Complete this form to request an exception to standard web filtering policy. After completion, submit this form to the IT Support at ITSupport@alwaysevenpointe.com.

Manager Authorization

The use of cloud storage and collaboration tools (e.g., Dropbox, Google Drive, iCloud, Amazon Cloud) can expose ENPOINTE to security risks including loss of data confidentiality, integrity and availability. The use of these services is prohibited except where there is a business-related necessity for access.

I authorize the employee listed below access to the services based on a critical business need and function of their job responsibilities. I understand that if, at any time, this access no longer becomes necessary, I will promptly notify the IT Support Team.

Manager's name: _____

Manager's signature: _____

Employee Agreement

I affirm that my need for cloud storage and collaboration tool authorization is strictly for business purposes.

At no time will I ever copy confidential information, including client data, to any cloud storage service without the expressed permission of that information owner.

I understand that any data contained on a cloud storage tool is ENPOINTE property, must not be accessed from or copied to a non-ENPOINTE asset (i.e., home computer) and must be returned to ENPOINTE upon my employment termination.

Business justification: _____

Name of service: _____

Employee's name: _____

Employee's signature: _____

Information Security Approval (CAPS Committee only)

CAPS Member Name: _____

TrackIt #: _____

Signature: _____ Date: _____