

NORTH CAROLINA DEPARTMENT OF COMMERCE	Policy # MIS-6
TITLE: Virtual Private Network Policy	
Effective Date: July 1, 2005	Administering Authority:
Revisions:	Management Information Systems
Statutory Authority: N/A	

1.0 Purpose

The purpose of this policy is to provide guidelines for Virtual Private Network (VPN) connections to the Commerce network.

2.0 Scope

This policy applies to all Commerce employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing VPNs to access the Commerce network. This policy applies to all VPN connections to any part of the Commerce network.

3.0 Policy

Approved Commerce employees and authorized third parties (customers, vendors, etc.) shall utilize the benefits of VPNs when connecting to the Commerce network from remote sites.

Additionally,

1. It is the responsibility of employees with VPN privileges to ensure that unauthorized users shall not be allowed access to Commerce internal networks.
2. VPN gateways shall be set up and managed by Commerce MIS staff.
3. All computers connected to Commerce internal networks via VPN shall be owned and managed by the North Carolina Department of Commerce.
4. VPN users shall be automatically disconnected from Commerce 's network after thirty minutes of inactivity.
5. Users of devices that are not owned by the Department of Commerce shall not be allowed to attach to the Commerce network via VPN connection.
6. Only Commerce -approved VPN clients may be used.

4.0 Enforcement

Any employee found to have violated this policy shall be subject to disciplinary action consistent with Office of State Personnel and Department of Commerce policy, up to and including termination of employment.

5.0 Definitions

Term	Definition
IPSec Concentrator	A device in which VPN connections are terminated.

6.0 Revision History