

Arbonia Services AG
Informatik
Amriswilerstrasse 50
Postfach
CH-9320 Arbon

Applicant

Surname: _____

First name: _____

Company: _____

Remote access instructions

Objective and purpose

These instructions apply to persons who externally access (via VPN, Citrix) the Arbonia network and who are not employed by Arbonia. In order to be able to maintain secure IT operations, you are obliged to adhere to the following rules:

General conditions

By signing this instruction, you accept the following rules:

- Access to the systems may in principle only be used for business purposes that are related to Arbonia. Any use outside of the planned activities is prohibited.
- Access is personal and may not be granted to third parties.
- You are responsible for safeguarding data. In the event of loss of user data or evidence of third-party abuse, you are required to report this immediately to the Arbonia IT department (+41 71 440 55 11, support@arbonia.com).
- You ensure adequate information security and agree to inform the IT department of Arbonia within 48 hours in case of an information security incident (e.g. ransomware) which could affect Arbonia.
- Computers used for remote access must be kept up-to-date in respect of virus protection and the operating system.
- Any connections via a computer owned by a third party (e.g. through an Internet cafe) are prohibited.
- For the purpose of information security, access is logged in accordance with the applicable legal retention periods.
- Access to the systems may be limited in terms of content and/or time.

Confirmation of receipt

City / date

Signature

Please send this form to the address shown above or to support@arbonia.com