

 <b>GEORGIA DEPARTMENT OF COMMUNITY HEALTH</b>		<b>Enterprise Form</b>	
<b>Form Number:</b>	AC - 17	<b>Division/Unit:</b>	OIT/Cybersecurity Office
<b>Form Title:</b>	International Telework Agreement Form	<b>Effective Date:</b>	06/06/2024
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<b>Last Review or Revision Date:</b>	06/06/2024	<b>Next Review Date:</b>	06/06/2025
<b>Business Owner/Approver:</b>	DCH CISO	<b>POC for Changes:</b>	OIT/Cybersecurity Office

**Georgia Department of Community Health (DCH)**

**International Teleworking and Remote Access Requirements Agreement**

The DCH employee must agree to comply with security and privacy requirements derived from laws, executive orders, directives, regulations, policies, standards, or missions and ensure the appropriate controls are selected, implemented, assessed, and monitored on an ongoing basis. The employee must certify adherence to these International Teleworking and Remote Access Requirements.

*Employees are not authorized to commence International Teleworking without the written approval of both their **Supervisor** and the **Office of Human Resources**.*

**TO BE COMPLETED BY THE EMPLOYEE REQUESTING APPROVAL**

Name of Employee \_\_\_\_\_

Date \_\_\_\_\_

Organizational Unit \_\_\_\_\_

Job Title \_\_\_\_\_

Employee Agrees to:

- 1) Sensitive Data will not be accessed at any time while teleworking abroad, and I agree to self-disclose any inadvertent access.
- 2) Work hours will be provided to and preapproved by my supervisor.
- 3) A loaner device will provide basic computing capabilities, such as client software for accessing DCH's Desktop As a Service (DaaS) solution, Azure Virtual Desktop (General Image).
- 4) The loaner device and a Multifactor Authentication Token are the only DCH equipment I will take outside the United States.
- 5) All work will be performed on the loaner device that accesses this GETs Provided/Secure DaaS image with the following controls:
  - a. With extensive logging, DaaS is only accessible during approved work hours. No applications/software beyond what comes standard with the DaaS General Image will be installed/used.
  - b. A unique username/password on the loaner device - is not part of the DCH domain, nor will it have DCH software installed.

- c. All MS Teams meetings will be recorded, and I will attend as a participant, not as a host.
- 6) All work done on the DCH DaaS image – nothing saved to the loaner/burner device – this includes screenshots or photographs or allowing any other to take screenshots of photos of desktops and the data displayed therein.

Attach additional documentation if necessary.

I have read, understand, and abide by International Teleworking and Remote Access Requirements. I understand that violating these requirements is unethical and may constitute a criminal offense. Should I commit any violation, my access may be revoked, and disciplinary and/or appropriate legal action may be initiated. I understand that DCH reserves the right to withdraw access or change its requirements and rules at any time.

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Employee's Signature

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Date

06/06/2025

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***Signature***

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***Date***