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**Supplier Policy
Information Security Requirements
(Remote Access)**

SCOPE

Vodafone New Zealand maintains a number of Supplier Policies used in all Vodafone procurement agreements with suppliers.

In addition to the Vodafone Supplier Policy – Information Security, Vodafone has some additional information security requirements for all Vodafone procurement agreements where the Supplier will need Remote Access.

1 POLICY

Supplier shall ensure that:

- 1.1. Use Remote Access only to the minimum extent necessary in order to perform the contracted services;
- 1.2. Request Remote Access Credentials only for those Supplier personnel essential to the performance of the services;
- 1.3. Store Remote Access Credentials in secure locations accessible only to authorised Supplier personnel;
- 1.4. Make sure that Supplier personnel keep safe and do not share their individual Remote Access Credentials with others;
- 1.5. Notify Vodafone when Supplier personnel no longer require Remote Access and therefore that Remote Access Credentials should be disabled;
- 1.6. Provide Vodafone (on request) with lists of all Supplier personnel with Remote Access; and
- 1.7. Make sure that all relevant Supplier Personnel are aware of and comply with this Vodafone Supplier Policy.

If Supplier breaches the obligations in this policy, Vodafone has the right to audit Supplier (up to a maximum of once per year).

2 DEFINITIONS AND INTERPRETATION

The following words and expressions have the following meanings in this document:

“Remote Access”	the ability to connect to the Vodafone network and/or systems from a distant location and separate network;
“Remote Access Credentials Review”	a review to ensure that only necessary Supplier personnel have Remote Access; and
“Remote Access Credentials”	pins, passwords, access codes, access fobs and other similar credentials used to enable Remote Access;

The phrase “Supplier” in this Supplier Policy shall, where relevant, also include all officers, employees, contractors, subcontractors, and agents of Supplier.