

# RAR Application Form - Printable Version

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This document provides an offline, printable version of the entire "Read, Apply, Review" (RAR) application form. You can use this to prepare your answers before filling out the online form or for discussion during a one-to-one appointment with the IT Manager.

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## Submission Details (For IT Use)

- **Submission Date & Time:** [Generated automatically on submission]
  - **Initial Response Due Date:** [Generated automatically on submission]
  - **IP Address:** [Captured automatically on submission]
  - **Browser & OS:** [Captured automatically on submission]
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## Step 1: Your Details

### 1. Full Name

*Required*

### 2. Contact Email

*Required*

### 3. Do you wish to receive a copy of your submission?

*Required*

- Yes
- No

### 4. Contact Number

*Required*

### 5. Preferred Contact Method

*Required*

- Contact Email
- Contact Number

## Step 2: Your Device

### 1. Reason for using personal device

*Required* (Please provide a brief reason)

### 2. Device Type

*Required*

- Mobile device (smartphone, tablet or hybrid)
- Computer (desktop or laptop)

### 3. Number of Devices

*Required* (Note: A separate form must be submitted for each device)

- 1

### 4. Device Model Name

*Required* (e.g., iPhone 15 Pro, Dell XPS 15)

### 5. Operating System and Version

*Required*

### 6. Web Browser and Version

*Required*

## Step 3: Software Setup

### 1. Malware Protection Software

*Required* (e.g., Windows Defender, Avast)

### 2. Email Client Used

*Required* (e.g., Outlook, Gmail App)

### 3. Office Apps Used

*Required* (e.g., Microsoft 365, Google Workspace)

### 4. Please list any other cloud-based services you use for your duties at LCA Teignbridge.

(Known services like Google Workspace, Okta, Casebook, 3CX, and BreatheHR do not need to be listed.)

### 5. Are you able to secure these other cloud service accounts with Multi-Factor Authentication (MFA)?

- Yes
- No
- I don't know / unknown

## Step 4: Security Assurances

*Please indicate your willingness to cooperate on the following security areas. Answering "No" or "N/A" is your right but may delay the approval of your application.*

**1. If you can, you will provide an assurance guarantee that you have not disabled your software firewall.**

*Required*

- Yes
- No
- N/A
- I don't know / unknown

**2. If you can, you will provide an assurance guarantee that once you no longer need an App or Software, you uninstall it from your device.**

*Required*

- Yes
- No
- I don't know / unknown

**3. If you can, you will provide an assurance guarantee that you only have the accounts you need on your device and no more. Any accounts which are no longer used should ideally be removed from the device.**

*Required*

- Yes
- No
- I don't know / unknown

**4. If you can, you will provide an assurance guarantee that your device/accounts are protected using "strong passwords (possibly 12 characters long), 6-digit pin, MFA", or other appropriate alternatives.**

*Required*

- Yes
- No
- I don't know / unknown

**5. If you can, you will provide an assurance guarantee that your device locks when left idle for long enough and requires a password, pin or biometric to unlock.**

*Required*

- Yes
- No
- I don't know / unknown

**6. If you can, you will provide an assurance guarantee that you will create a separate user account or profile on your device for LCA Teignbridge work.**

*Required*

- Yes
- No
- N/A
- I don't know / unknown

**7. You will only install apps from official trusted app stores (e.g., Google Play Store, Apple App Store).**

*Required*

- Yes
- No
- I don't know / unknown

**8. You will have disabled any auto-run/auto-play features that allow files to execute without explicit authorization.**

*Required*

- Yes
- No
- N/A
- I don't know / unknown

## Step 5: Updates & Anti-Malware

**1. If you can, you will provide an assurance guarantee that you update your devices you use to do work for LCA Teignbridge.**

*Required*

- Yes
- No
- I don't know / unknown

**2. If you can, you will provide an assurance guarantee that everything on your device is supported by the manufacturer and licensed properly.**

*Required*

- Yes
- No
- I don't know / unknown

**3. If you can, you will provide an assurance guarantee that your device and software are in "Scope"(Devices with OS and Software/Apps which are all getting updates and licensed).**

*Required*

- Yes
- No
- I don't know / unknown

**4. If you can, you will provide an assurance guarantee that you do not turn off automatic updates, and check bi-weekly to see if this is working.**

*Required*

- Yes
- No
- I don't know / unknown

**5. If you can, you will provide an assurance guarantee that all of your devices have Anti-Malware protection where appropriate.**

*Required*

- Yes
- No
- N/A
- I don't know / unknown

**6. If you can, you will provide an assurance guarantee that your Anti-Malware updates regularly in line with vendor guidelines.**

*Required*

- Yes
- No
- N/A
- I don't know / unknown

**7. Regular anti-malware scans? (e.g. Manual scans as well as leaving Real Time protection turned on).**

*Required*

- Yes
- No
- N/A
- I don't know / unknown

**8. If you can, you will provide an assurance guarantee that your Anti-Malware scans your web traffic and protects you from visiting malicious websites.**

*Required*

- Yes
- No
- N/A
- I don't know / unknown

## Step 6: Final Thoughts & Consent

### 1. Do you need personalised help for RAR/BYOD?

*Required*

- Yes
- No

### 2. Feedback / Other Comments

### 3. Consents & Acknowledgements

*Required*

- I agree to comply with the LCA Teignbridge's BYOD policy and guidelines.
- I understand the security risks associated with using personal devices for work purposes.
- I consent to any necessary security measures being implemented on my device.

## Step 7: Submit

The final step online is to complete a reCAPTCHA to verify you are not a robot before submitting the application.