

20180903-2
Exp-20180903

Process Owner: IT Operations	FORM	F-ITO-SEC-1.1
	Security Exception Request	

Items I, II, III, IV, V, VI to be accomplished by the IT Operations
Items VII, VIII, IX to be accomplished by Requesting Business Unit

I. Request Information		
Requesting Business Unit	Human Resource (Recruitment)	
Requestor	Jiezelle Medina	
Date Requested	September 3, 2018	Time:
Date Required	September 3, 2018	
Receiving IT Operations Personnel	Marlon De Guzman	

II. Detailed Request Information
<p>Request: Facebook Access for the desktop PC of Jiezelle Medina</p> <p>Proposed validity of request: September 3, 2018 – September 3, 2019 (365 days)</p> <p>Location: 9th Floor</p> <p>IP Address: 172.18.9.3</p>

III. Impact of the request fulfillment (Brief Description)
<p>IT Operations Infrastructure:</p> <p>Laptop PC, Web Browsers installed in PC</p> <p>IT Security Infrastructure:</p> <p>Firewall</p> <p>IT Operations Security Policy:</p> <p>5.2 Internet Usage Policy under PPM-ITO-SEC-1.0 - Corporate Information Security Policies</p>

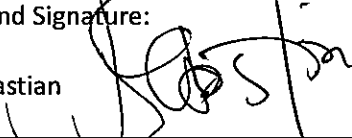
IV. Potential IT Operational Risk
Information leakage due to the Upload feature of Facebook.

V. Risk Response Method to be used
Accept the risk on allowing Facebook access.

VI. IT Operations Endorsement	
Name and Signature:	Date:
Marlon De Guzman	September 3, 2018

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VII. Business Justification and validity period of security exception
Facebook Access for the desktop PC of Jiezelle Medina – For recruitment purposes (job posting & inviting of applicants) Valid for one year (September 4, 2018 – September 4, 2019)

VIII. Top Management Representative Approval	
Name and Signature: Joy Sebastian 	Date:

IX. Information Security Team Approval (If applicable)	
Name and Signature:	Date: