

2018003-1 Exp: 20190802

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	Training Department	
Requestor	Jill Nagtalon	
Date Requested	August 3, 2018	Time: 8:33 AM
Date Required	August 3, 2018	
Receiving IT Operations Personnel	Arnold Legaspi	

II. Detailed Request Information
<p>Request: YouTube and Facebook access for Zeke Narcelles and Pauline Aran. Spotify, Facebook and YouTube for Marj Pineda</p> <p>Proposed validity of request: August 3, 2018 – August 2, 2019</p> <p>IP Address: 172.18.4.49(Zeke), 172.18.4.101(Pau), and 172.18.4.99(Marj)</p> <p>Location: 8th floor</p>

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

IV. Potential IT Operational Risk
Denial of Service due to bandwidth congestion

V. Risk Response Method to be used
Accept the risks associated to allowing access to YouTube, Facebook and Spotify including audio and video streaming.

VI. IT Operations Endorsement		
<table border="1"> <tr> <td>Name and Signature: ARNOLD LEGASPI</td> <td>Date:</td> </tr> </table>	Name and Signature: ARNOLD LEGASPI	Date:
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Arnold Legaspi	August 3, 2018
VII. Business Justification and validity period of security exception	
<p>1. Training and Program needs - Zeke and Pauline supporting Circles.Life Training need access to YouTube (some CL training videos are on YouTube) and FB (required for some customer verification who course issues through social media).</p> <p>2. Training and Program needs - Marj supporting SheerID (document review and email LOBs) require Spotify and FB for account contract T&C's and customer verification, and YouTube for other general training and content development needs.</p>	

VIII. Top Management Representative Approval	
Name and Signature:  Joy Sebastian VP for Global Operations	Date: August 3, 2018

IX. Information Security Team Approval (If applicable)	
Name and Signature:	Date: August 3, 2018