

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	AVA Women	
Requestor	Crissy Tuazon	
Date Requested	June 14, 2018	Time: 03:11pm
Date Required	June 14, 2018	
Receiving IT Operations Personnel	Marlon De Guzman	

II. Detailed Request Information
<p>Request: Wi-fi access on mobile phone of AVA agents (Apple Latido, Shenna Abris)</p> <p>Proposed validity of request: June 14, 2018 – June 14, 2019</p> <p>Location: Ph1 Ayala</p> <p>Mobile Details:</p> <p>Brand: iPhone</p> <p>Model: iPhone 7+</p> <p>Serial no: F2PSVG36HFYD</p> <p>MAC address: D0:C5:F3:AC:8D:8E</p> <p>Brand: iPhone</p> <p>Model: iPhone 7+</p> <p>Serial no: C39SWTS8HG07</p> <p>MAC address: 9C:F4:8E:F2:BB:DD</p>

III. Impact of the request fulfillment (Brief Description)
<p>IT Operations Infrastructure:</p> <p>Mobile Phone, Mobile Web Browsers</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
<ul style="list-style-type: none"> • Device Attacks such as Browser-based attacks and exploitations • Mobile malware thru social media sites, shared links and rogue applications • Leakage of company data and information • Phishing

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V. Risk Response Method to be used

Risk Mitigation: Mobile phone has to be connected to Open Access BPO captive portal which isolates the access to the Internet only – user won't be able to access Internal resources.

User is only permitted to use Open Access BPO WiFi access during business hours and extended hours as approved by her immediate superior.

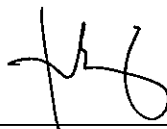
User shall delete any confidential and/or client information that maybe contained in the phone through the use of Open Access BPO WiFi after the validity period of the request.

User mobile phone will be subject to the Corporate Information Security Policies of Open Access BPO as an IT asset which will be monitored by the IT Operations during the validity period of the request.

VI. IT Operations Endorsement

Name and Signature:

Marlon De Guzman



Date:

June 14, 2018

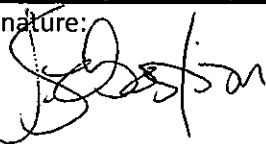
VII. Business Justification and validity period of security exception

Ava Women agents need to access the app on a daily basis as we explore the different features to build confidence in troubleshooting.

VIII. Top Management Representative Approval

Name and Signature:

Joy Sebastian



Date:

IX. Information Security Team Approval (If applicable)

Name and Signature:

Date: