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	World Ventures	
Requestor	Mia Buencamino	
Date Requested	September 3, 2018	Time:
Date Required	September 3, 2018	
Receiving IT Operations Personnel	Marlon De Guzman	

II. Detailed Request Information

Request: Facebook Access for the desktop PC of Mia Buencamino
Proposed validity of request: September 3, 2018 – September 3, 2019 (365 days)
Location: 8th Floor
IP Address: 172.18.8.16

III. Impact of the request fulfillment (Brief Description)

IT Operations Infrastructure:
Laptop PC, Web Browsers installed in PC

IT Security Infrastructure:
Firewall

IT Operations Security Policy:
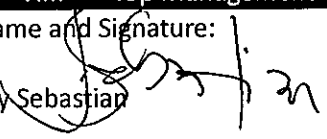5.2 Internet Usage Policy under PPM-ITO-SEC-1.0 - Corporate Information Security Policies

IV. Potential IT Operational Risk

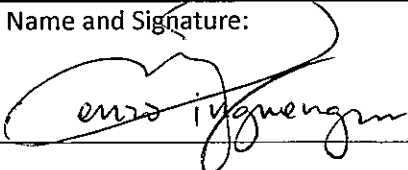Information leakage due to the Upload feature of Facebook.

V. Risk Response Method to be used

Accept the risk on allowing Facebook access.

VI. IT Operations Endorsement

Name and Signature: Marlon De Guzman	Date: September 3, 2018

VII.	Business Justification and validity period of security exception

Access to WorldVentures and Rovia DreamTrips information.

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

IX.	Information Security Team Approval (If applicable)	
Name and Signature:		Date: 9/13/2018