20180903-1

Exp: 20190903

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 Resouce (Recruitment)	
Requestor	Rissavilla Verana	
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 Rissavilla Verana
Proposed validity of request: September 3, 2018 – September 3, 2019 (365 days)
Location: 9th Floor
IP Address: 172.18.9.20

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
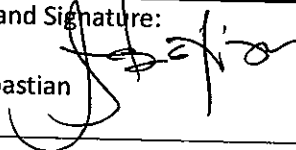
IV. Potential IT Operational Risk

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 |
|---|---|

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

VII. Business Justification and validity period of security exception

Facebook Access for the desktop PC of Rissavilla Verana – For recruitment purposes (job posting & inviting 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: