

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	Circles.Life	
Requestor	Ezekiel Narcelles	
Date Requested	October 3, 2018	Time:
Date Required	October 3, 2018	
Receiving IT Operations Personnel	Maurice Mendoza	

II. Detailed Request Information
<p>Request: To have Wifi access on personal mobile of Ezekiel Narcelles Proposed validity of request: October 3, 2018 – October 3, 2019 (365 days) Location: 5rd Floor</p> <p>Mobile Phone Brand: Oppo Model: F1s MAC Address: 6C:5C:14:44:99:8E Serial Number: PF6HKNCMWKCUMNL7</p>

III. Impact of the request fulfillment (Brief Description)
<p>IT Operations Infrastructure: Mobile Phone, Mobile Web Browsers, Application Installed</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
<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 • Risk of client information leakage due to it being contained in a non-company owned/controlled mobile device

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<p>V. Risk Response Method to be used</p> <p>Risk Mitigation: Mobile phone has to be connected to OAMPI wifi which isolates the access to the internet only – user won't be able to access internal resources.</p> <p>User is only permitted to use OAMPI WiFi access during business hours and extended hours as approved by the immediate supervisor.</p> <p>User shall delete any confidential and/or client information that may be contained in the phone through the use of OAMPI WiFi after the validity of the request.</p> <p>User mobile phone will be subject to the Corporate Information Security Policies of the Open Access BPO as an IT asset which be monitored by the IT Operations during the validity period of the request.</p>

VI. IT Operations Endorsement	
Name and Signature:	Date:
Maurice Mendoza	October 3, 2018

VII. Business Justification and validity period of security exception
Access to mobile communication and social media apps preferred and used by the client (for product, marketing, operations changes, updates, and monitoring), including but not limited to WhatsApp, Slack, Skype, Facebook, and Google Hangouts.

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

IX. Information Security Team Approval (If applicable)	
Name and Signature:	Date:
Mano Singh	10/3/2018