

07/03/2018-1

Exp: 07/03/2019

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

Request Information		
Requesting Business Unit	Lebua	
Requestor	Primrose Lumaig	
Date Requested	July 03, 2018	Time: 02:03pm
Date Required	July 03, 2018	
Receiving IT Operations Personnel	Ian John Lastimoso	

Detailed Request Information
<p>Request: Facebook Access to the Desktop Computer of Lebua Campaign</p> <p>Proposed validity of request: July 03, 2018 – July 03, 2019 (365 days)</p> <p>IP: 172.31.13 – 15 , 19 -20.</p> <p>Location: 3<sup>rd</sup> floor</p>

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>

Potential IT Operational Risk
Potential risk of data leakage due to upload feature of Facebook

Risk Response Method to be used
Accept the risks associated to allowing access to Facebook access

IT Operations Endorsement	
Name and Signature:	Date:
Ian John Lastimoso	June 3, 2018

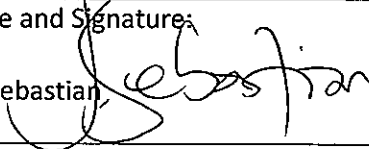
**Business Justification and validity period of security exception**

lebua is under Marketing Department's Shared Services team. We are the administration for Open Access BPO's facebook page and other facebook pages that the marketing is handling.

**Top Management Representative Approval**

Name and Signature:

Joy Sebastian



Date:

July 03, 2018

**Information Security Team Approval (If applicable)**

Name and Signature:

Date:

July 03, 2018