<u>Request for home printing exception</u>

Printing of FSRA related information at home puts our confidential information at risk. By default home printing is not authorized for any users. If you require an exception for home printing:

1. Complete this request form.
2. Obtain email approval from your Director, Chief or EVP.
3. Forward the completed request form and email approval to Cybersecurity@fsrao.ca.
4. Cybersecurity will perform a risk assessment. If any risks are identified your Director, Chief or EVP will be required to accept the risk.
5. Upon completion of the risk assessment, and any required risk acceptance, you will be notified that you are authorized for home printing.

In requesting this home printing exception, the employee agrees that:

a. **Disposal** - Any printed material will be disposed of in accordance with the FSRA requirement that such documents be disposed of through the use of FSRA shredding bins located at FSRA offices.
b. **Wi-Fi-Printers** – If the employee intends to use a wireless printer, the printer Wi-Fi connection must use WPA2 to secure the connection with encryption.
c. **Clean Desk** – employees will maintain a clean workspace to manage and secure printed documents.

Requestor Name	
Requestor Login ID	
Requestor Title	
Manager Name + Title	
Director, Chief or EVP	
What is the business requirement for home printing?	
What type of information will be printed?	
What is the estimated volume of printing?	
Duration required for the exception.	

Risk Assessment Results (to be completed by Cybersecurity)

Risk Rating - Description	