

# **Lewis & Kappes/INDIEC Remote Access and Information Security Policy**

This Policy on Lewis & Kappes/INDIEC Remote Access and Information Security relates to access to the Case Participation and Members Only Sections of the INDIEC website. To ensure that Members and Non-Member Participants in Specific Interventions (“Participants”) understand the Policy, Lewis & Kappes/INDIEC provides a copy for each Member and Participant. After reading the Policy, an authorized representative of each Member and Participant must sign a form acknowledging that they have read the Policy, understand it, and that the Member or Participant will be bound thereby.

## **Introduction**

Computer information systems and networks are an integral part of operation of Lewis-Kappes/INDIEC, which has made a substantial investment in human and financial resources to create these systems.

The enclosed policies and directives have been established in order to:

- • Protect this investment;
- • Safeguard the information contained within these systems;
- • Reduce business and legal risk; and
- • Protect the good names of Lewis & Kappes/ INDIEC and its Members.

## **Administration**

Lewis & Kappes/INDIEC is responsible for the administration of this Policy. Lewis & Kappes/INDIEC will provide each Member and Participant with a copy of this Policy, and will obtain a signed acknowledgement form (see form at the end of this Policy) from each Member and Participant. No Member shall be provided access to the Members Only Section of the INDIEC website and no Participant shall be provided access to the Case Participation Sections of the INDIEC website until Lewis & Kappes/INDIEC has received the signed acknowledgment.

## **Member and Participant responsibilities**

1. Members and Participants shall not transmit to any person or entity not otherwise authorized any of the information contained in the Case Participation and Members Only Sections of the INDIEC website.
2. Members and Participants shall know and abide by all applicable policies dealing with security and confidentiality of information contained in the Case Participation and Members Only Sections of the INDIEC website.
3. Members and Participants using the Case Participation and Members Only Sections are not permitted to copy, transfer, rename, add, or delete information or programs from the Case Participation and Members Only Sections unless given express permission to do so.
4. Members and Participants shall be responsible for all computer transactions that are made with its User ID and password.
5. Members and Participants shall not disclose passwords to others. Passwords must be changed immediately if it is suspected that they may have become

known to others. Passwords should not be recorded where they may be easily obtained.

6. Members and Participants shall notify Lewis & Kappes/INDIEC promptly whenever an employee with access to the Member's or Participant's password leaves the Member or Participant so that the Member's or Participant's password may be changed.

## **Access codes and passwords**

The confidentiality and integrity of data stored in the Case Participation and Members Only Sections must be protected by access controls to ensure that only authorized Members and Participants have access. Lewis & Kappes/INDIEC shall be responsible for providing passwords to all eligible Members and Participants.

## **Violations**

Violations could result in liability to the violator in cases where a liability or loss to Lewis & Kappes/INDIEC or a Member or Participant results from such a violation.

## **Acknowledgment of Information Security Policy**

This form is used to acknowledge receipt of, and compliance with, the Lewis & Kappes/INDIEC Remote Access and Information Security Policy.

## **Procedure**

Complete the following steps:

1. Read the Remote Access and Information Security Policy.
2. Sign and date in the spaces provided below.
3. Return this page only to Lewis & Kappes, attention: Kay Squires.

## **Signature**

By signing below, I agree to the following terms:

- a. I have received and read a copy of the "Remote Access and Information Security Policy" and understand the same and agree to abide by it in every respect;
- b. I understand and agree that the Case Participation and Members Only Sections of the INDIEC website contain proprietary and confidential information and that this is and remains the property of Lewis & Kappes/INDIEC at all times;
- c. I agree that I shall not copy, duplicate or otherwise disclose, or allow anyone else to copy or duplicate or disclose any of this information;
- d. I agree that if our case participation and/or membership in INDIEC ends for any reason, I shall immediately cease all use of the Case Participation and Members Only Sections of the INDIEC website;
- e. The undersigned represents and agrees that he/she is fully authorized to execute this Acknowledgment on behalf of the Member and/or Participant who will be bound thereby.

Member/Participant Name: \_\_\_\_\_

Authorized Member Signature: \_\_\_\_\_