Hawke’s Bay District Health Board has made a significant investment in its Information technology Infrastructure and recognises there may be occasions where a non DHB phone such as an iPhone may provide access to an email account of a DHB employee.

It is expected that all users will comply with the requirements detailed in the I.S Security/System Access Policy including:

1. Following HBDHB policies on privacy and security for the access and transfer of information.

In addition the following caveats will apply to such devices:-

* We will only allow devices that come with Exchange Activesync natively installed
* We will allow access to email only
* We will provide base support on a best effort basis but are not responsible for devices that we do not own and therefore make no guarantees they will work (or will continue to work)
* We reserve the right to deny access from any make, model or user as we see fit
* Stolen items must be reported immediately to IS Helpdesk so that network access may be stopped
* The use of a PIN for the devices is strongly recommended to safeguard information.

While Hawke’s Bay District Health Board would like to avoid the need to introduce censorship of electronic mail on the HBDHB computer network, the organisation reserves the right to block access to some websites and the exchange of specific files that may cause risk to HBDHB.

If a user violates the I.S Security/System Access Policy, Hawke’s Bay District Health Board will take action consistent with its disciplinary policies and procedures. Access to the resources may be suspended or revoked.

**In consideration of my receiving access to HBDHB’s information systems, I confirm that I have read and understood the Acceptable Use Policy for non DHB phone devices and I will comply with the policy at all times.**

**I acknowledge that any breach of the policy may lead to disciplinary action**

**Signed.........................................................Date…....../.…..../20..….**

**Print Name.................................................Payroll ID No…………**

**\*\*\*Please also complete over page\*\*\***

Please provide all information below, then scan and email both pages to: helpdesk@hawkesbaydhb.govt.nz

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Department** |  |
| **Contact Details** |  |
| **Device**E.g. Samsung phone, iPad, Windows laptop etc |  |
| **\*WiFi Mac Address**Note: Only required if request is for a laptop |  |

**\*Note:** WiFi Mac Address is a 12 digit WiFi address. If you know where to locate this on your device please provide in the space above. If not, please leave blank and a Support Analyst will call to advise where to obtain this information.