

To: All Employees and Hiring Managers

From: [Name of Department/Sender]

Date: [Insert Date]

Subject: Remote Access Policy for Applicant Tracking System (ATS)

Dear Team,

This letter outlines the mandatory security and usage policy for accessing our Applicant Tracking System (ATS) from remote locations. As the ATS contains sensitive personal data of job applicants, compliance with this policy is required to ensure data privacy and legal compliance.

1. Authorized Access

Only employees explicitly authorized by the Human Resources department may access the ATS remotely. Log-in credentials must never be shared with unauthorized personnel or third parties.

2. Secure Connection Requirements

All remote access must be conducted via the company's Virtual Private Network (VPN). Accessing the ATS through public or unsecured Wi-Fi networks is strictly prohibited.

3. Device Security

Remote access is permitted only through company-issued devices that meet current security standards, including active antivirus software and full-disk encryption. Use of personal computers or public kiosks is not allowed.

4. Data Privacy and Handling

The downloading or exporting of applicant data (resumes, contact information, or background checks) to local drives or personal cloud storage is prohibited. All candidate evaluations and communications must be recorded directly within the ATS platform.

5. Session Management

Users must manually log out of the ATS immediately after completing their tasks. Devices must never be left unattended while logged into the system.

6. Reporting Incidents

Any suspected unauthorized access, lost devices, or security breaches must be reported to the IT and HR departments immediately.

Failure to adhere to these guidelines may result in the revocation of remote access privileges and potential disciplinary action.

Please acknowledge that you have read and understood this policy by signing below or replying to this email with your confirmation.

Best regards,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]