## **Mobile Device Remote Wipe Waiver Template**

## **Introduction: How to Use This Template**

**This is a policy document.** Check with your organization’s legal department before distributing this waiver to employees.

To use this template, fill in the blanks indicated by [square brackets] and delete the introductory and explanatory text. To further customize the document with corporate marks and titles, simply replace the header and footer fields of this document.

Text in blue is optional or likely to require modification to apply to the organization. Ensure that all text is black before printing.

# [Company name] Mobile Device Remote Wipe Waiver

## **Purpose**

This waiver defines remote wipe technology and ensures that employees understand and agree to its use in the event that a remote wipe is necessary. This waiver is to be read with, and signed in conjunction with the [company name] Mobile Device Acceptable Use Policy.

The overriding goal of this policy is to protect the integrity of [company name’s] data, as outlined in the [company name] Mobile Device Acceptable Use Policy. Therefore, all users employing a mobile device that connects to [company name] network, and/or is capable of backing up, storing, or otherwise accessing data of any type, must agree to this remote wipe waiver.

## **Applicability**

This waiver applies to the same devices and users outlined in the [company name] Mobile Device Acceptable Use Policy. The waiver only applies to devices that are utilized to access [company name] resources.

## **Remote Wipe**

By connecting to [company name] technology resources, mobile devices gain the capability of being wiped remotely by [company name] IT department.

When a remote wipe is initiated by the user or the IT department, the user’s mobile device will be wiped of all data and settings. Wiping data, documents, files, settings, and applications in the event a device is lost, stolen, or compromised in any way is critical to protecting our company and its constituents.

If a user requests a remote wipe all data stored on that device will be deleted. A user can later restore personal date from a personal (e.g. from a user’s personal computer or from a cloud service to which the user subscribes). It is recommended that users backup their personal data frequently to minimize loss if a remote wipe is necessary.

A remote wipe will only be initiated if IT deems it appropriate. Examples of situations requiring remote wipe include, but are not limited to:

* Device is lost, stolen or believed to be compromised
* Device is found to be non-compliant with company policy
* Device inspection is not granted in accordance with company policy
* Device belongs to a user that no longer has a working relationship with [company name].
* The user decides they no longer wish to participate in accordance with Mobile Device Acceptable Use Policy.
* Termination of employment in which the user has not already cleared all [company name] data by another method approved by IT.

## **Employee Declaration**

I, [employee name], have read and understand the above *Mobile Device Remote Wipe Waiver*, and consent to have my device wiped if the IT department deems it necessary. I further hold [company name] harmless and absolved of any and all liability that arises from or in connection with remote wipe, remote lock, or remote locate on my personal or provisioned device.

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Employee Signature Date

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Manager Signature Date

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IT Administrator Signature Date