ADVANCED
ACCESS PLATFORMS

Advanced Access Platforms - I.T. Security Policy

POLICY STATEMENT

It shall be the responsibility of the I.T. Department to provide adequate protection and confidentiality of all corporate data and proprietary software systems, whether held centrally, on local storage media, or remotely, to ensure the continued availability of data and programs to all authorised members of staff, and to ensure the integrity of all data and configuration controls.

Summary of Main Security Policies.

1.1. Confidentiality of all data is to be maintained through discretionary and mandatory access controls, and wherever possible these access controls should meet with C2 class security functionality.

1.2. Internet and other external service access is restricted to authorised personnel only.

1.3. Access to data on all laptop computers is to be secured through encryption or other means, to provide confidentiality of data in the event of loss or theft of equipment.

1.4. Only authorised and licensed software may be installed, and installation may only be performed by I.T. Department staff.

1.5. The use of unauthorised software is prohibited. In the event of unauthorised software being discovered it will be removed from the workstation immediately.

1.6. Data may only be transferred for the purposes determined in the Organisation's data-protection policy.

1.7. All diskette drives and removable media from external sources must be virus checked before they are used within the Organisation.

1.8. Passwords must consist of a mixture of at least 8 alphanumeric characters, and must be changed every 40 days and must be unique.

1.9. Workstation configurations may only be changed by I.T. Department staff.

1.10. The physical security of computer equipment will conform to recognised loss prevention guidelines.

1.11. To prevent the loss of availability of I.T. resources measures must be taken to backup data, applications and the configurations of all workstations.

1.12 A business continuity plan will be developed and tested on a regular basis.

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