Mobile Employee Endpoint Responsibility Policy

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Things to Consider: Please consult the Things to Consider FAQ for additional guidelines and suggestions for personalizing the policy for your organization

Last Update Status: Retired

1. Overview
See Purpose.

2. Purpose
This document describes Information Security's requirements for employees of <Company Name> that work outside of an office setting.

3. Scope
This policy applies to any mobile device, or endpoint computer issued by <Company Name> or used for <Company Name> business which contains stored data owned by <Company Name>.

4. Policy
All employees shall assist in protecting devices issued by <Company Name> or storing <Company Name> data. Mobile devices are defined to include desktop systems in a telework environment, laptops, PDAs, and cell phones.

Users are expressly forbidden from storing <Company Name> data on devices that are not issued by <Company Name>, such as storing <Company Name> email on a personal cell phone or PDA.

4.1 Anti-Virus, Secunia CSI and Endpoint Security Software
<Company Name> will issue computers with Secunia, Anti-virus and Endpoint security installed. Employees are to notify the security department immediately if they see error messages for these products. Employees shall run on online malware scanner at least once a month for a “second opinion”, see MS Endpoint Privacy & Security Guidelines for recommended scanners.

4.2 Browser Add-ons
In general, <Company Name> does not recommend using Browser Add-ons, however we do not forbid the use of these tools if they enhance productivity. After installing a Browser Add-on, employees shall run a browser testing tool. See MS Endpoint Privacy & Security Guidelines for recommended testing tools.
5. Policy Compliance

5.1 Compliance Measurement
The Infosec team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions
Any exception to the policy must be approved by the Infosec team in advance.

5.3 Non-Compliance
An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6 Related Standards, Policies and Processes
- MS Endpoint Privacy & Security Guidelines

7 Definitions and Terms
None.

8 Revision History

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Responsible</th>
<th>Summary of Change</th>
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<tbody>
<tr>
<td>Oct 2008</td>
<td>SANS Policy Team</td>
<td>Initial Version</td>
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<tr>
<td>July 2014</td>
<td>SANS Policy Team</td>
<td>Converted to new format and retired. Appropriate items merged into Trusted Device Policy.</td>
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