CHAMELEON

FOR OUR SMARTER WORLD

Smartphone Security Policy and Guidelines

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Introduction

In order to guarantee the safe usage of mobile devices within our company, this mobile security policy acts as the cornerstone. In doing so, it strengthens our defenses against dynamic cyber threats by outlining our guiding principles, policies, and practices for reducing the risks connected with mobile technology.

This policy's fundamental tenet is our steadfast dedication to upholding the highest standards of privacy and data protection. By upholding the values mentioned above, we hope to encourage a security-conscious culture among our stakeholders and workers, giving them the ability to make wise choices and take preventative action to protect corporate property.

Scope

This mobile security policy is applicable to all smartphones that the business gives its workers to use for work-related activities. These devices, which are regarded as company property, are designed to support productive work, effective communication, and access to corporate resources while upholding stringent security regulations. The policy covers every facet of using mobile devices, including but not restricted to data security, network connectivity, application usage, employee duties, and device security. It is intended to reduce hazards related to mobile device usage, preserve the integrity of corporate networks, and protect confidential company data. The policies specified in this policy are expected to be followed by all workers who are given business smartphones in order to maintain the privacy, availability, and integrity of company resources and data.

**Bring Your Own Device is not allowed in any situation.

Policy Statement

At Chameleon, we understand how crucial it is to protect private data and keep mobile device security intact in order to guarantee the availability, integrity, and confidentiality of company data. The structure and rules for the proper use, handling, and safeguarding of mobile devices inside our company are set forth in our mobile security policy.

Our policy aims to:

- **Preserve Company Assets:** We are dedicated to preventing loss, theft, illegal access, and compromise of company-owned devices and data.
- **Ensure Compliance:** We follow all applicable laws, rules, and industry guidelines on data protection and mobile security.
- **Encourage Responsible usage:** We urge staff members to follow acceptable usage policies and utilize company-issued mobile devices and company data in a secure and responsible manner.
- **Reduce dangers:** We put security measures in place to reduce the dangers of using mobile devices, such as malware, theft, loss, and unauthorized access.
- **Employee Empowerment:** We give staff members the tools and training they need to understand and carry out their duties related to preserving the security of company data and mobile devices.

- **Encourage Accountability:** We make sure that staff members follow the mobile security policy and promptly report any security events or breaches.
- **Improve Constantly:** To keep up with new developments in technology, business needs, and emerging risks, we periodically assess and revise our mobile security policy.

By following this policy, we guarantee that mobile devices uphold the highest security requirements and safeguard the interests of our business, partners, customers, and employees—all while serving as useful instruments for productivity and communication.

All workers, subcontractors, and other authorized users are expected by Chameleon to abide by this policy and actively participate in our organization's continuous efforts to improve mobile security.

Date of Policy: 16/04/2024

Review Date: [Insert Review Date]

Policy Owner: Brock Alexiadis (Chameleon Security)

Acceptable Use

It is expected of all workers, subcontractors, and authorized users to use mobile devices issued by the company sensibly and ethically when accessing company data. This involves abiding by the subsequent rules:

- **Authorized Purpose:** Employees' roles within the company should be the only justification for using company data and mobile devices. Minimal personal use that doesn't conflict with work obligations is advised.
- **Compliance with rules and Regulations:** When it comes to the use of mobile devices and data security, users are required to abide by all applicable corporate rules, procedures, and regulatory requirements. This covers, but is not restricted to, the business's IT Acceptable Use Policy, Mobile Security Policy, and pertinent industry laws (e.g., APPS, NDB).
- **Protection of Company Information:** It is the responsibility of users to protect company information and stop illegal access or disclosure. This entails utilizing authorized methods to access corporate resources, adhering to encryption rules, and safely storing and sending data.
- **Respect for Resources:** Users must refrain from actions that could compromise the security or functionality of networks or mobile devices that the company provides. This includes abstaining from actions that can jeopardize the integrity of business systems, such as installing unauthorized software or visiting hazardous websites.
- **Privacy:**Users are obliged to uphold the privacy and confidentiality of company information and data. Personal privacy should always be protected, and confidential information should never be disclosed to uninvited parties.
- **Reporting Security Incidents:** Users must notify the relevant IT staff or security team as soon as they suspect a security event or breach. This covers any suspicious activity seen on company devices or networks, gadgets that have been lost or stolen, and suspected malware infestations.

Discipline up to and including termination of employment or contract, as well as legal ramifications as specified in business rules and applicable legislation, may follow noncompliance with these

acceptable use guidelines. By accessing company data and utilizing mobile devices provided by the company, users signify their comprehension and approval of these policies.

Device Security

For our company to protect sensitive data on mobile devices, device security is essential. This requires the implementation of multiple measures.

First and foremost, passcode enforcement needs to be enabled on all mobile devices. This means that before users can access device capabilities and data, they must authenticate. A passcode, password, and/or facial recognition technology can be used for this.

Encryption standards also need to be followed in order to safeguard data while it's in transit and at rest, reducing the possibility of unwanted access or interception. Device configurations, apps, and security settings will all be centrally monitored and controlled through the use of device management systems.

Jailbreaking or rooting devices is absolutely forbidden since these acts jeopardize the operating system's integrity and put devices at higher risk of security breaches.

It is necessary to take quick action in the event of a lost or stolen device. Sensitive information stored on the device can be safely wiped to avoid unwanted access thanks to procedures in place to start the remote wipe capabilities using Mobile Device Management (MDM) software. For this reason, Chameleon Security needs to be informed right away.

By reducing risks and protecting our company's assets and data, these steps strengthen our mobile device security posture.

Data Protection

When it comes to managing sensitive data on mobile devices in our firm, data protection is crucial. All mobile devices must follow stringent guidelines, such as encrypting data while it's in transit and at rest, to guarantee the security and privacy of such information. Employees must also abide by explicit policies when it comes to accessing and storing company data on their mobile devices, making sure that private data is kept safe and accessible to authorized individuals only. Strong backup and recovery protocols are also in place to lessen the possibility of data loss or unwanted access. Frequent backups are made to protect against possible device malfunctions or data breaches, and recovery procedures are set up to quickly restore data in the case of an issue.

Network Security

Network security is essential for protecting corporate assets from potential cyber threats and unlawful access. To protect the integrity and privacy of sensitive data, employees using mobile devices to access company networks and resources must follow stringent policies. When accessing company resources remotely, it is essential to use Virtual Private Networks (VPNs) and secure Wi-Fi networks. Secure Wi-Fi networks use encryption protocols to safeguard data transfer, while virtual

private networks (VPNs) build encrypted tunnels to provide an additional degree of protection against interception and eavesdropping. Connecting to unprotected public Wi-Fi networks also has a number of dangers, such as the possibility of data interception by nefarious parties. Therefore, in order to reduce the danger of data breaches and illegal access to company systems, employees are explicitly forbidden from connecting to unprotected public Wi-Fi networks.

Application Security

Ensuring the integrity and confidentiality of corporate data on mobile devices is contingent upon application security. Workers utilizing company devices for application installation and usage are subject to stringent policies. Employees should refrain from installing software from unofficial app stores or unreliable sources and should only install approved programs from reliable sources. Keeping operating systems and applications updated with the most recent security patches and upgrades is also essential. Updating software frequently reduces the possibility that hostile actors will take advantage of vulnerabilities. Employees should also be informed on the protocols for reporting and resolving security flaws in applications. The Chameleon security team should be notified right away of any suspected vulnerabilities or security problems so that they can be investigated and fixed.

Employee Responsibilities

Workers are supposed to actively participate in preserving mobile device security and protecting corporate information. This entails following all security guidelines and instructions on the usage of company-issued mobile devices. Workers are in charge of making sure that their mobile devices are securely locked down with strong passwords or biometric verification, and that confidential company information is encrypted when it is sent or stored. Employees are also required to notify the proper authorities, such as the Chameleon security team or designated security personnel, as soon as they become aware of any security incidents or suspicious activities involving mobile devices. In the end, this proactive strategy contributes to the overall protection of corporate assets and information by assisting in the mitigation of potential risks and ensuring the prompt resolution of security concerns.

Training and Awareness

An essential part of our mobile security strategy is awareness and training. Regular training sessions covering best practices for mobile security are mandated for staff members. Topics such using encryption for sensitive data, creating strong passwords for device security, and following workplace policy about using mobile devices will all be covered in these seminars. Employees will also receive training on common mobile dangers, such as malware, phishing scams, and unauthorized access attempts. They will be taught how to recognize these dangers, take the necessary precautions to lessen them, and report any suspicious behavior to the security team right away. Some of the precautions they will learn to take include being cautious when clicking links or downloading attachments.

Compliance and Legal Considerations

Preserving sensitive data and maintaining stakeholder trust necessitates adherence to pertinent Australian rules and regulatory duties concerning data protection and mobile security. Our organization is totally dedicated to abiding by all relevant regulations, including the Privacy Act of 1988's (1) Australian Privacy Principles (APPs) (2), which control the gathering, handling, and sharing of personal data. Furthermore, we understand how crucial it is to abide by the Notifiable Data Breaches (NDB) program (3), which requires notifying both the Office of the Australian Information Commissioner (OAIC) and individuals in the event of qualified data breaches involving personal information. In addition, our company respects industry-specific laws, like those governing the banking and healthcare industries, and is committed to fulfilling these requirements in order to guarantee strong mobile security procedures. To stay in line with changing regulatory standards and industry best practices for mobile security, compliance activities will be reviewed and updated on a regular basis.

Incident Response

In the event of a mobile device security issue, sensitive data must be protected and possible losses must be minimized with a swift and efficient reaction. Workers must notify the appropriate point of contact, usually the security team, right away if they become aware of a security incident. The incident response team will evaluate the matter as soon as they receive a report and take the necessary action. The following are possible roles and responsibilities in the incident response team:

1. **CyberSecurity Team:** is in charge of organizing the incident response activities, starting the investigation, and putting the corrective measures in place to minimize and contain the problem.
2. **Support Staff:** Assist in obtaining information concerning security incidents and act as the first point of contact for reporting them.
3. **Legal and Compliance Team:** Offer advice on legal and regulatory duties associated with the occurrence, such as industry standards compliance and data breach reporting legislation.
4. **Communication Liaison (Team Leader):** In charge of overseeing all correspondence addressing the incident with regulatory bodies, customers, vendors, and internal stakeholders.
5. **Executive Management:** Oversee and assist with incident response activities, making decisions on resource allocation and incident escalation as needed.

To guarantee accountability and transparency, open lines of contact and thorough documentation are kept throughout the incident response process. The organization's resilience against potential security risks is improved by periodically reviewing and updating incident response processes in light of the lessons learnt from past occurrences.

Policy Review and Revision

To guarantee that the mobile security strategy remains successful in dealing with new threats, developing technologies, and shifting business needs, it will be reviewed and revised on a regular basis. The policy will be reviewed on a scheduled basis, either annually or more frequently as the

Chameleon security team deems essential. Stakeholder involvement and opinion, including that of employees, IT personnel, managers, and legal advisers, will be actively sought during the review process. Stakeholders will be able to offer input on the policy's advantages, disadvantages, and potential improvements. Comments will be carefully reviewed and, if applicable, integrated into the process of revising the policy. To guarantee conformity with current standards and compliance requirements, external elements like industry best practices and regulatory changes will also be considered during the review and revision process. All pertinent parties will receive updated copies of the policy when it has been reviewed and altered, and suitable training will be given to guarantee that everyone is aware of and complies with the new guidelines.

Policy Enforcement and Consequences

The integrity of the data and resources belonging to our organization depends on the enforcement of the mobile security policy. In order to guarantee adherence, the subsequent protocols shall be instituted:

1. **Frequent Audits:** To evaluate compliance with the policy, regular audits of mobile devices and security measures will be carried out. These audits could consist of network scans, device inspections, and access log reviews.
2. **Training and Awareness:** To emphasize the significance of adhering to the policy, staff members will undergo frequent training on mobile security best practices. There will also be awareness efforts to inform staff members of the consequences of non-compliance.
3. **Technical Controls:** To enforce security settings and policies on company-owned devices, technical methods like mobile device management (MDM) solutions will be used. These precautions could involve application whitelisting, data encryption, and remote lock.

Violations of policy will be dealt with appropriately by disciplinary measures, which might include:

1. **Verbal Warning:** The security division or the employee's supervisor may issue a verbal warning for minor transgressions or first-time offenders.
2. **Written warning:** that details the policy breach and the repercussions of future non-compliance may be issued for more significant or recurring breaches.
3. **Suspension of Privileges:** Employees who repeatedly or severely violate corporate policies may have their access to company networks and data, as well as other mobile device privileges, suspended.
4. **Termination of Employment:** In compliance with corporate policies and procedures, an employee's employment may be terminated if they continue to violate the mobile security policy.

It is expected of employees to become acquainted with the mobile security policy and to follow its instructions consistently. Non-adherence to the policy compromises not just the confidentiality of firm data but also the organization's credibility and trustworthiness. The confidentiality, availability, and integrity of company data on mobile devices are the responsibility of every employee, and adherence to the policy is required of all staff members.

Appendices

(1) *Privacy Act 1988 (Cth)*

(2) Office of Australian Information Commissioner (OAIC). (July 2019). *Australian Privacy Principles Guidelines.* Australian Government. Australian Privacy Principles guidelines (oaic.gov.au)

(3) Office of Australian Information Commissioner (OAIC). (n.d.). *About the Notifiable Data Breaches Scheme.* Australian Government. About the Notifiable Data Breaches scheme | OAIC