KPN Security Policy

KSP – Rule

Title	**KPN Company Card**
ID	**KSP-FA04-RL05**
Funct. Area	04 – Physical Security
Date	5 February 2016
Version	v1.4
Status	Approved
Owner	CSO

Summary

This Rule applies to:
1. Any person in an employment relationship with KPN
2. Any person who enters the non-public area of a KPN building

Purpose of the KPN Company Card
To ensure the continuity of KPN's operations and to protect KPN's customers, visitors and employees as well as KPN information and assets, it must be known at all times who has access to KPN information and/or assets, or has gained access to KPN information and/or assets in the past. Anyone wishing to obtain logical and/or physical access to KPN information and/or assets must be in possession of a valid KPN Company Card. KPN Company Cards are strictly personal and remain the property of KPN.

ID	KSP-FA04-RL05-R01
Title	<u>Roles and responsibilities</u>
Description	**KPN Security**

KPN Security
- KPN Security draws up and keeps updated the internal regulations concerning the KPN Company Card and the associated processes procedures, in its capacity as the department responsible for policy relating to these matters. As such, KPN Security is the owner of the KPN Company Card and is responsible for selecting the type of card, the card layout, the reader technology and other technologies to be used, and the applicable functional requirements. KPN Security has the right to conduct random checks to verify compliance with all requirements set out in this rule, and to audit or commission the auditing of the process.
- KPN Security coordinates the purposes for which the Company Card is to be used and the associated technologies with the card users.

SSO Real Estate Services
- SSO Real Estate Services is responsible for the management of the KPN Company Card, which may be outsourced.
- SSO Real Estate Services ensures that the right KPN Company Card is issued to the right person.
- SSO Real Estate Services implements and monitors all processes and procedures relating to the KPN Company Card, in accordance with the policies adopted with respect to the KPN Company Card. Any irregularities are reported in writing to KPN Security.
- SSO Real Estate Services monitors all (IT and other) systems that directly or indirectly affect the aforementioned processes and procedures, and identifies any irregularities. Corrective action will be taken in response to irregularities, if necessary, or there will be consultation with KPN Security.
- SSO Real Estate Services ensures that operational processes and procedures are drawn up, communicated, and kept up-to-date.
- Any proposals to outsource processes and/or tasks relating to KPN Company Cards must always be submitted in advance to KPN Security for approval.

Communications department
- The Communications department is responsible for the appearance and corporate identity of the various types of KPN Company Cards, and as such defines and monitors the design and layout of the various types of cards.

NIO IT Operations Management
- NIO IT Operations Management determines which logical access technologies (PKI etc.) are to be installed on the KPN Company Cards, if any. NIO IT Operations Management determines in consultation with KPN Security which features and/or technologies

are installed at which locations on the KPN Company Card.
- NIO IT Operations Management ensures that the logical access certificates (PKI etc.) can be recovered, and that KPN Company Cards can be revoked.

Manager
- The Manager is responsible for requesting the right KPN Company Card for each (temporary) employee in good time.
- The Manager must ensure that (temporary) employees hand in their KPN Company Card upon leaving the company. The KPN Company Card is then sent to the card producer, or the Manager officially declares that the card has been destroyed.

Employees (including temporary employees)
- Employees are required to use the anti-skim card holder.
- Employees are required to report theft of a KPN Company Card to the local police authorities and to the KPN Security, Compliance & Integrity Helpdesk. The police report must be sent to the Helpdesk.
- Employees must hand in their Company Card to their manager when leaving the company.

Related documents	N/A

ID	KSP-FA04-RL05-R02
Title	Types of KPN Company Cards

Description	KPN has two types of Company Cards:
	    1. Personalized cards
	    2. Non-personalized cards
	These types of Company Cards must meet the applicable requirements set out in Appendix A to the Guideline on KPN Company Cards.

Related documents	KSP-FA04-GL04 - Use of Company Cards

ID	KSP-FA04-RL05-R03
Title	PKI certificates
Description	If a Company Card is used to place electronic signatures, encrypt files or gain access to applications, it must be provided with a Public Key Infrastructure (PKI) certificate.
Related documents	N/A

ID	KSP-FA04-RL05-R04
Title	Layout of KPN Company Cards
Description	The layout of KPN Company Cards must meet the requirements set out in Appendix B to the Guideline on KPN Company Cards.
Related documents	KSP-FA04-GL04 - Use of Company Cards

ID	KSP-FA04-RL05-R05
Title	Card specifications and reader technologies
Description	KPN Company Cards must meet the requirements set out in Appendix C to the Guideline on KPN Company Cards.
Related documents	KSP-FA04-GL04 - Use of Company Cards

ID	KSP-FA04-RL05-R06
Title	<u>Functional requirements</u>
Description	KPN Company Cards must meet the functional requirements set out in Appendix D to the Guideline on KPN Company Cards.
Related documents	KSP-FA04-GL04 - Use of Company Cards

ID	KSP-FA04-RL05-R07
Title	Technical requirements
Description	KPN Company Cards must meet the technical requirements set out in Appendix E to the Guideline on KPN Company Cards.
Related documents	KSP-FA04-GL04 - Use of Company Cards

ID	KSP-FA04-RL05-R08
Title	Production of KPN Company Cards
Description	The production process must meet the requirements set out in Appendix F to the Guideline on KPN Company Cards.
Related documents	KSP-FA04-GL04 - Use of Company Cards

ID	KSP-FA04-RL05-R09
Title	Management of KPN Company Cards
Description	1. KPN Company Cards must be requested, produced, activated, actively managed, and deactivated in accordance with the applicable (operational) management procedures. 2. A KPN Company Card must be issued to its holder after it has been produced. During the production of a KPN Company Card, a PIN/PUK code is generated (once-only) and provided to the card holder. 3. Revoked, returned, expired and damaged KPN Company Cards must be sent to Card Management. 4. KPN Company Cards must be destroyed in the presence of a KPN employee. The official record of destruction must be sent to Real Estate Services.
Related documents	N/A