

MOBILE COMPUTING AND NETWORK ACCESS POLICY



System: Quality Management System	Reference No, Revision No; Q-F-IT-PO-10, Rev1	Originated by: IT Manager
Revision Date: 11.06. 2013	Page No: Page 1 of 4	Authorized by: Managing Director


MOBILE COMPUTING AND NETWORK ACCESS POLICY

APPLICABILITY

THIS MANUAL IS A COPY OF MOBILE COMPUTING AND NETWORK ACCESS POLICY AS UTILISED BY THE SWAZILAND ELECTRICITY COMPANY. IT IS INTENDED FOR THE PURPOSE OF UTILISATION AND APPLICATION BY CURRENT ACTIVE SWAZILAND ELECTRICITY COMPANY PERSONNEL.

THIS DOCUMENT IS THE PROPERTY OF SWAZILAND ELECTRICITY COMPANY AND IS ISSUED TO THOSE EMPLOYEES REQUIRING IT IN THE EXECUTION OF THEIR DUTIES. ANY OTHER PERSON WHO FINDS THIS DOCUMENT MUST PLEASE SUBMIT IT TO THE SWAZILAND ELECTRICITY COMPANY FOR TRANSMISSION TO:

THE GENERAL MANAGER - FINANCE
SWAZILAND ELECTRICITY COMPANY
PO BOX 258,
MBABANE,
SWAZILAND

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1. Introduction

Mobile computing devices such as smartphones, PDAs, and multi-function cell phones, increase the flexibility, range, and business potential of day-to-day business processes. However, the use of these devices can also increase the risk exposure of Swaziland Electricity Company (SEC) networks and Information Resources.

This policy seeks to protect the integrity, availability, and confidentiality of Swaziland Electricity Company (SEC) networks, systems, and information by establishing rules for the use and network connectivity of mobile computing devices.

2. Coverage

All individuals that use or manage mobile or portable computing devices to access Swaziland Electricity Company (SEC) Information Resources


3. Definitions

3.1 General Terminology:

- Information Resources


3.2 Roles and Functions

- IT Manager
- Network Administrator
- IT Department

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4. Policy

- 4.1 Personnel may use only approved mobile computing devices to access Swaziland Electricity Company (SEC) Information Resources.
- 4.2 Mobile computing functionality must be password protected.
- 4.3 Swaziland Electricity Company (SEC) data should not be stored on mobile computing devices. However, in the event that there is no alternative to local storage, all sensitive Swaziland Electricity Company (SEC) must be eventually copied to the SEC file server immediately.
- 4.4 Swaziland Electricity Company (SEC) data must not be transmitted via wireless connections to or from a mobile computing device, unless the connection uses approved, secure wireless transmission protocols and approved by the IT department.
- 4.5 All remote access (dial in services) to Swaziland Electricity Company (SEC) must be through an approved SEC wireless transmission connection, VPN or via an Internet Service Provider (ISP).
- 4.6 Non-Swaziland Electricity Company (SEC) computer systems that require network connectivity must conform to Swaziland Electricity Company (SEC) IS Standards and must be approved in writing by the IT Manager.
- 4.7 Unattended mobile computing devices must be physically secured: locked in an office, locked in a desk drawer or filing cabinet, or locked to a desk or cabinet via a cable lock system.
- 4.8 Mobile computing devices must not be left unattended overnight, either on Swaziland Electricity Company (SEC) premises or offsite.
- 4.9 In particular, mobile computing devices must not be left in parked vehicles overnight or for a period of more than two (2) hours.

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5. Enforcement

Gross negligence or willful disregard of this standard may result in disciplinary action in line with the collective agreement a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of Swaziland Electricity Company (SEC) Information Resources access privileges, civil, and criminal prosecution.

6. Supporting Documents

This Security Policy is supported by the following policy and laws:

- Q-C-ER-A-02 Recognition Agreement SESMAWU
- Q-C-ER-A-01 Recognition Agreement NESMASA

7. Policy Support Contact

- IT Manager
- General Manager Finance

8. Amendment

This policy may be amended from time to time at the company's sole discretion, as and when it becomes necessary.