



## **New Company Policy Personal Computers and Personal Emails Security Implementation**

The purpose of this policy is to provide all employees with information on the new company policy on personal computer and personal email usage. It will answer why this policy has been put into action. This policy will provide a list of required training for non-users and approved computer users.

Security encompasses safeguarding networks and data against cyber threats, enacting and enforcing security protocols, and performing regular security assessments.

### **Scope:**

This policy applies to all employees to ensure the safety of the business, consumer, and most importantly, the employee.

## Responsibilities:

This new policy has been implemented for the protection of the consumer, the business, and the employee.

**Death Star Deployers** will provide all REQUIRED training.

**Non-Users** responsibilities are to understand and comply with the new “Personal computers and personal emails security implementation policy”. Mandatory training includes:

1. Basic Cybersecurity training

**Approved Users** responsibilities are to demonstrate and comply with the new “Personal computers and personal emails security implementation policy”.

1. Basic Cybersecurity training
2. Microsoft 365 training
3. Thunderbird email
4. Basic computer usage training

## Policy Statement:

The new company policy is to inform all employees that personal computers and personal emails are **PROHIBITED** due to security and compliance regulations.

## Procedures:

- ***Why do we need a company policy on personal computers and email?***

## **SECURITY CONCERNS:**

*Personal Computers do NOT have the same security functions as the company, which makes personal computer usage and emails be more susceptible to viruses and malware.*

*Personal computers are PROHIBITED to lessen the chance of non-compliance.*

## **DATA PROTECTION AND COMPLIANCE:**

*In order to be in compliance with the California Consumer Privacy Act TITLE 1.81.5. California Consumer Privacy Act of 2018 [1798.100 - 1798.199.100] the company must comply with the CCPA Regulations.*

*The result of not complying to the regulations can result in:*

- *Penalties and Fines up to \$7500 per violation*
- *Consumers can be entitled to recover damages ranging from \$100-\$750*

## **Monitoring and Enforcement:**

Death Star Deployers will monitor adherence to the new policy by an appointed **DATA PROTECTION OFFICER**

VIOLATING THIS POLICY CAN/WILL RESULT IN TERMINATION.

ALL TRAINING REQUIRED FOR USERS AND NON-USERS MUST BE COMPLETED OR COULD FACE DISCIPLINARY ACTION

YOUR PRIVACY MATTERS!

USING YOUR PERSONAL COMPUTER AND/OR PERSONAL EMAIL FOR ANYTHING WORK-RELATED WILL SUBJECT TO BEING MONITORED IF THE BUSINESS HAS REASONABLE SUSPICION OF COMPANY POLICY VIOLATION.

## References and Attachments:

- [Codes Display Text \(ca.gov\)](#)
- [CCPA Regulations | State of California - Department of Justice - Office of the Attorney General](#)

## Definitions:

*Prohibited: that has been forbidden; banned*

*Standard Operating Procedure: established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations*

*Policy: a course or principle of action adopted or proposed by a business*

## Revision History:

11/16/2023 -- Policy created by Brittany Powell