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

The purpose of this SOP 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 SOP will provide a list of required training for non-users and approved computer users.

### **Scope:**

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

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### **Responsibilities:**

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

**Human Resources 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
4. Basic computer usage training

### **Policy Statement:**

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

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### **5. 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 they California Consumer Privacy Act TITLE 1.81.5. California Consumer Privacy Act of 2018 [1798.100 - 1798.199.100] the company must comply to 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***

# ***CCPA Regulations***

***The CCPA regulations govern compliance with the*** [***California Consumer Privacy Act***](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=CIV&division=3.&title=1.81.5.&part=4.&chapter=&article)***. They provide guidance to businesses on how to inform consumers of their rights under the CCPA, how to handle consumer requests, how to verify the identity of consumers making requests, and how to apply the law as it relates to minors. In doing so, the regulations make it easier for consumers to exercise their CCPA rights.***

### **7. Monitoring and Enforcement:**

The company 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.*

### **8. Revision and Updates:**

* Provide information on how the company will handle revisions or updates to the policy.
* Specify any review periods or conditions that may trigger policy changes.

### **9. References and Attachments:**

* [Codes Display Text (ca.gov)](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=CIV&division=3.&title=1.81.5.&part=4.&chapter=&article)
* [CCPA Regulations | State of California - Department of Justice - Office of the Attorney General](https://oag.ca.gov/privacy/ccpa/regs)

### **10. Approval and Effective Date:**

* Clearly state who is responsible for approving the SOP.
* Indicate the effective date of the new policy.

### **11. Review and Feedback:**

* Encourage employees to provide feedback on the new policy and establish a mechanism for periodic reviews to ensure its effectiveness.

### **15. Conclusion:**

* Summarize the key points and reiterate the importance of adherence to the new policy.