

# Workstation Policy

Fusion-IT

December 2020

## Contents

|                                  |          |
|----------------------------------|----------|
| <b>1 Purpose and Scope</b>       | <b>2</b> |
| <b>2 Policy</b>                  | <b>2</b> |
| <b>3 Authorship and Approval</b> | <b>3</b> |

Table 1: Control satisfaction

| Standard | Controls Satisfied |
|----------|--------------------|
| TSC      | CC6.8              |

Table 2: Document history

| Date       | Comment          |
|------------|------------------|
| Jun 1 2018 | Initial document |

## 1 Purpose and Scope

- a. This policy defines best practices to reduce the risk of data loss/exposure through workstations.
- b. This policy applies to all employees and contractors. Workstation is defined as the collection of all company-owned and personal devices containing company data.

## 2 Policy

- a. Workstation devices must meet the following criteria:
  - i. Operating system must be no more than one generation older than current
  - ii. Device must be encrypted at rest
  - iii. Device must be locked when not in use or when employee leaves the workstation
  - iv. Workstations must be used for authorized business purposes only
  - v. Loss or destruction of devices should be reported immediately
  - vi. Laptops and desktop devices should run the latest version of antivirus software that has been approved by IT
- b. *Desktop & laptop devices*
  - i. Employees will be issued a desktop, laptop, or both by the company, based on their job duties. Contractors will provide their own laptops.
  - ii. Desktops and laptops must operate on macOS or Windows.
- c. *Mobile devices*
  - i. Mobile devices must be operated as defined in the Removable Media Policy, Cloud Storage, and Bring Your Own Device Policy.
  - ii. Mobile devices must operate on iOS or Android.
  - iii. Company data may only be accessed on mobile devices with Slack and Gmail.
- d. *Removable media*
  - i. Removable media must be operated as defined in the Removable Media Policy, Cloud Storage, and Bring Your Own Device Policy.
  - ii. Removable media is permitted on approved devices as long as it does not conflict with other policies.

### **3 Authorship and Approval**

Last edit made by Lotana (louis.tant@gmail.com) on Mon, 7 Dec 2020 22:25:04 -0500.

Approved by Lotana (louis.tant@gmail.com) on Mon, 7 Dec 2020 22:25:04 -0500 in commit 0ef43289396c1cdfeab2840e8d508897bd420ccd.