

Workstation Policy

Fusion-IT

February 2021

Contents

1 Purpose and Scope	2
2 Policy	2
3 Authorship and Approval	3

Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC6.8

Table 2: Document history

Date	Comment
Feb 11 2021	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 regular full-time, regular part-time, temporary, and provisional employees. 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 the employee leaves the workstation. Enable screen sleeping after 15 minutes of inactivity.
 - iv. Workstations must be used for authorized business purposes only
 - v. Loss or destruction of devices must be reported immediately to the ISM
 - vi. Laptops, desktop must run the latest version of antivirus software that has been approved by IT
- b. *Desktop & laptop devices*
 - i. Regular full-time and regular part-time employees will be issued a desktop, laptop, or both by the company, based on their job duties. Temporary and provisional employees will provide their own laptops.
 - ii. Desktops and laptops must operate on macOS, Windows, or an approved flavor of Linux.
- 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.
- 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. Make sure to shred any printed documents containing sensitive data or bring them to the office for proper disposal.

3 Authorship and Approval

Last edit made by Lotana (louis.tant@gmail.com) on Thu, 11 Feb 2021 15:22:42 -0500.

Approved by Lotana (louis.tant@gmail.com) on Thu, 11 Feb 2021 15:22:42 -0500 in commit 22571f598c69c8148d7b37832a7a1061b39acc19.