

Workstation Policy

Fusion-IT

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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 devices containing company data, as well as personally-owned devices related to work purposes.

2 Policy

- a. Workstation devices must meet the following criteria:
 - i. Device must be encrypted at rest.
 - ii. Operating system must be no more than one generation older than current.
 - iii. Device must be locked when not in use or when the employee leaves the workstation.
 - iv. Screen sleeping must be triggered when the device is idle for 15 min.
 - v. Laptops, desktop must run the latest version of antivirus software that has been approved by IT.
 - vi. Loss or destruction of devices must be reported immediately to the ISM.
- 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.
 - iii. Desktops and laptops issued by Fusion-IT must be used for authorized business purposes only.
- 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 16:32:34 -0500.

Approved by Lotana (louis.tant@gmail.com) on Thu, 11 Feb 2021 16:32:34 -0500 in commit ebf99becfc2a2578a4ab63779fc654754c492e79.