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| **Procedure Document** |
| C:\Users\SELDL-269\Desktop\new_logo.jpg  **FTP DATA SECURITY** Policy |
| |  |  | | --- | --- | | **Document** | FTP DATA SECURITY-Policy | | **Version** | 1.1 | | **Date** | 18-Oct-2021 | | **Owner** | 50 Hertz Limited | |

Revision History

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Version | Date | Description | Author | Reviewed By | Approved By | | V1.0 | 18-Oct-2017 | Initial release | Bhaskar Samal | Mr. Lokendra Singh | Amresh Khosla | |

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1. OBJECTIVE

The purpose of this Policy is to preserve the confidentiality, integrity and availability of the 50Hertz limited assets by restricting access to our FTP data.

1. SCOPE

This Policy applies to all employees and all applications.

1. LIST OF PROJECT

* RE
* EPM
* ASSET
* NVKN

1. **DEFINITION OF FTP SECURITY**

* File Transfer Protocol(FTP) is a standard network protocol used to transfer files between computers over the internet.
* FTP is built on client-server architecture.
* FTP Security is a major concerns that can limit its usage when not addressed.

1. **SECURITY CHALLENGES OF FTP**

* FTP was not built to be secure. Its generally consider to be an insecure protocol because it relies on clear-text usernames and passwords for authentication and does not use encryption. Data sent via FTP is vulnerable methods.

1. POLICY STATEMENT

Direct access to FTP data are be limited to 50hertz limited IT staffs in the following way:

* Direct access to FTP data by Internal is restricted to the lowest level of user rights possible while still maintaining the employee’s ability to perform their job duties.
* Creating internal user of accessing FTP Data only read only permission.

1. ROLE AND RESPONSIBILITY

* This Policy is under the jurisdiction of 50hertz limited. The interpretation and application of this policy is the responsibility of the BD team.
* As per the BD Team guidance, the FTP user and Folder structure has been created.
* Final decisions related to this policy will be made by Director.

1. COMPLIANCE AND REPORTING

All FTP data access on Production, we create two kinds of user i.e. external (for client) and internal(for internal user). To make FTP data Secure we are following below points while creating FTP user and Folder.

* We are creating FTP user(client or internal) for nologin shell
* When it comes password assigned to user, we are following best practices as below:

Passwords are be complex, with upper and lower letters, number, and symbols. Also long words or phases we are using.

Employees should never share their passwords or write them down somewhere that might be seen by another person.

All password are documented with hidden format in our sheet to make it secure accessing.

Passwords should be changed regularly in everyyear.

* When it comes to Folder creation, we are following below process.

Folders are named and structure as per the BD team instruction and PSS named format.

The owner and group have full permission where as others have no permissions to the folders.

The process of ACL, we are giving the write permission to the client user in which user can push the FTP data.

For Internal user, we give read only permissions to the Folder for read the FTP data.