**Green Pace Developer: Security Policy Guide Template**



# Green Pace Secure Development Policy

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## Overview

Software development at Green Pace requires consistent implementation of secure principles to all developed applications. Consistent approaches and methodologies must be maintained through all policies that are uniformly defined, implemented, governed, and maintained over time.

## Purpose

This policy defines the core security principles; C/C++ coding standards; authorization, authentication, and auditing standards; and data encryption standards. This article explains the differences between policy, standards, principles, and practices (guidelines and procedure): [Understanding the Hierarchy of Principles, Policies, Standards, Procedures, and Guidelines](https://www.linkedin.com/pulse/understanding-hierarchy-principles-policies-standards-wally-beddoe/).

## Scope

This document applies to all staff that create, deploy, or support custom software at Green Pace.

## Module Three Milestone

### Ten Core Security Principles

| **Principles** | Write a short paragraph explaining each of the 10 principles of security. |
| --- | --- |
| 1. ValidateInput Data | For our application to function properly and be secure we need to validate input data from the user. To do this we will verify type, length, format, and range of input by user to ensure it meets our code’s expectations. |
| 1. Heed Compiler Warnings | Using the highest warning level when compiling code, we eliminate warning by modifying the code. Leveraging static and dynamic analysis tools. |
| 1. Architect and Design for Security Policies | Creating architecture and design for our software we need to enforce security policies. |
| 1. Keep It Simple | Keep the design simple and as small as possible. Very detailed designs can increase security vulnerabilities. It also can cause errors in implementation, configuration, and use. |
| 1. Default Deny | Our decisions for access should be based on permissions and not on exclusion. A program should deny access and protections should identify conditions when access is permitted. |
| 1. Adhere to the Principle of Least Privilege | The process should execute with minimal number of privileges necessary. If we do need to escalate permissions, it should be done for the least amount of time needed to execute. |
| 1. Sanitize Data Sent to Other Systems | Attackers may attempt to expose our vulnerabilities through command shells, relational datasets, and COTS. It’s imperative to sanitize our data to prevent the use of SQL injection. |
| 1. Practice Defense in Depth | The defense should be defensive against multiple strategies. It should be one layer fails to adequately defend; another layer can prevent the security flaw from becoming an exploitable vulnerability. |
| 1. Use Effective Quality Assurance Techniques | Effective assurance techniques can be beneficial to identifying and eliminating vulnerabilities. Source code audits should be incorporated as part of a quality assurance program. |
| 1. Adopt a Secure Coding Standard | When analyzing your target development language apply secure coding standards. |

### C/C++ Ten Coding Standards

Complete the coding standards portion of the template according to the Module Three milestone requirements. In Project One, follow the instructions to add a layer of security to the existing coding standards. Please start each standard on a new page, as they may take up more than one page. The first seven coding standards are labeled by category. The last three are blank so you may choose three additional standards. Be sure to label them by category and give them a sequential number for that category. Add compliant and noncompliant sections as needed to each coding standard.

#### Coding Standard 1

| **Coding Standard** | **Label** | **Name of Standard** |
| --- | --- | --- |
| **Data Type** | [STD-001-CPP] | Use data type offset() on valid types and members of the code. |

| **Noncompliant Code** |
| --- |
| A type that is not a standard-layout class is passed to the offsetof() macro, resulting in [undefined behavior](https://wiki.sei.cmu.edu/confluence/display/cplusplus/BB.+Definitions#BB.Definitions-undefinedbehavior). |
| #include <cstddef>    struct D {    virtual void f() {}    int i;  };    void f() {    size\_t off = offsetof(D, i);    // ...  } |

| **Compliant Code** |
| --- |
| Make a standard layout class within D if this functionality is critical to application run success. |
| #include <cstddef>    struct D {    virtual void f() {}    struct InnerStandardLayout {      int i;    } inner;  };    void f() {    size\_t off = offsetof(D::InnerStandardLayout, i);    // ...  } |

**Note: Stop here for the milestone. Complete this section for Project One in Module Six.**

| **Principles(s):** |
| --- |

**Threat Level**

| **Severity** | **Likelihood** | **Remediation Cost** | **Priority** | **Level** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Automation**

| **Tool** | **Version** | **Checker** | **Description Tool** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### Coding Standard 2

| **Coding Standard** | **Label** | **Name of Standard** |
| --- | --- | --- |
| **Data Value** | [STD-002-CPP] | Predicate function objects that should not be mutable. |

| **Noncompliant Code** |
| --- |
| Example attempts to remove the third item in a container using a predicate that returns true only on its third invocation. |
| int absolute\_value(int a) {  if (a < 0) {  return -a;  }  } |

| **Compliant Code** |
| --- |
| The solution wraps the predicate in a std::reference\_wrapper<T> object. This ensures that copies of the wrapper object all refer to the same object. |
| int absolute\_value(int a) {  if (a < 0) {  return -a;  }  return a;  } |

**Note: Stop here for the milestone. Complete this section for Project One in Module Six.**

| **Principles(s):** |
| --- |

**Threat Level**

| **Severity** | **Likelihood** | **Remediation Cost** | **Priority** | **Level** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Automation**

| **Tool** | **Version** | **Checker** | **Description Tool** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### Coding Standard 3

| **Coding Standard** | **Label** | **Name of Standard** |
| --- | --- | --- |
| **String Correctness** | [STD-003-CLG] | With string correctness we want to avoid attempting to modify string literals in our code. |

| **Noncompliant Code** |
| --- |
| When attempting to modify the string literal it returns an undefined error. |
| char \*str = "string literal";  str[0] = 'S'; |

| **Compliant Code** |
| --- |
| Instead if we initialize as an array it creates a copy of the string literal and is returned. |
| char str[] = "string literal";  str[0] = 'S'; |

**Note: Stop here for the milestone. Complete this section for Project One in Module Six.**

| **Principles(s):** |
| --- |

**Threat Level**

| **Severity** | **Likelihood** | **Remediation Cost** | **Priority** | **Level** |
| --- | --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

**Automation**

| **Tool** | **Version** | **Checker** | **Description Tool** |
| --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

#### Coding Standard 4

| **Coding Standard** | **Label** | **Name of Standard** |
| --- | --- | --- |
| **SQL Injection** | [STD-004-CPP] | Deploying countermeasures to mitigate the risk of SQL injections. |

| **Noncompliant Code** |
| --- |
| Our code below accepts user input that calls a function that will then allow the code to execute the sql statement. |
| cout << “Enter User”;  cin >> user;  structure\_query(user);  run\_queries(sql); |

| **Compliant Code** |
| --- |
| The compliant code will have additional checks to ensure the characters that are input are valid or indicate of a potential injection attack. |
| bool run\_query(string sql)  {  // If the SQL command contains a " or ", it will fail and print the error message  // This is more of a blanket coverage for SQL Injection  if (sql.find(" or ") != std::string::npos)  {    std::cout << "Data failed to be queried from USERS table. ERROR = " << "Suspected SQL Injection" << std::endl;  sqlite3\_free(error\_message);  return false;  }  }  cout << “Enter User”;  cin >> user;  structure\_query(user);  run\_query(sql)  if(run\_query == true){  run\_queries(sql);  } |

**Note: Stop here for the milestone. Complete this section for Project One in Module Six.**

| **Principles(s):** [Name the principle and explain how it maps to this standard.] |
| --- |

**Threat Level**

| **Severity** | **Likelihood** | **Remediation Cost** | **Priority** | **Level** |
| --- | --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

**Automation**

| **Tool** | **Version** | **Checker** | **Description Tool** |
| --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

#### Coding Standard 5

| **Coding Standard** | **Label** | **Name of Standard** |
| --- | --- | --- |
| **Memory Protection** | [STD-005-CPP] | The standard is meant to address allocation failures from the default memory operator. |

| **Noncompliant Code** |
| --- |
| This code will accept two allocations and throw an exception. |
| struct A { /\* ... \*/ };  struct B { /\* ... \*/ };    void g(A \*, B \*);  void f() {  g(new A, new B);  } |

| **Compliant Code** |
| --- |
| we use std::unique\_ptr to manage the resources for both A and B objects. |
| #include <memory>    struct A { /\* ... \*/ };  struct B { /\* ... \*/ };    void g(std::unique\_ptr<A> a, std::unique\_ptr<B> b);  void f() {  g(std::make\_unique<A>(), std::make\_unique<B>());  } |

**Note: Stop here for the milestone. Complete this section for Project One in Module Six.**

| **Principles(s):** [Name the principle and explain how it maps to this standard.] |
| --- |

**Threat Level**

| **Severity** | **Likelihood** | **Remediation Cost** | **Priority** | **Level** |
| --- | --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

**Automation**

| **Tool** | **Version** | **Checker** | **Description Tool** |
| --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

#### Coding Standard 6

| **Coding Standard** | **Label** | **Name of Standard** |
| --- | --- | --- |
| **Assertions** | [STD-006-CLG] | To perform test we need to accept assertions on the value of constant expressions. |

| **Noncompliant Code** |
| --- |
| Noncompliant code asserts statements need to be checked as it will happen during runtime if the code path executes. |
| #include <assert.h>    struct timer {  unsigned char MODE;  unsigned int DATA;  unsigned int COUNT;  };    int func(void) {  assert(sizeof(struct timer) == sizeof(unsigned char) + sizeof(unsigned int) + sizeof(unsigned int));  } |

| **Compliant Code** |
| --- |
| Using a static assertion we can use our preprocessor condition statement. |
| #include <assert.h>    struct timer {  unsigned char MODE;  unsigned int DATA;  unsigned int COUNT;  };    static\_assert(sizeof(struct timer) == sizeof(unsigned char) + sizeof(unsigned int) + sizeof(unsigned int),  "Structure must not have any padding"); |

**Note: Stop here for the milestone. Complete this section for Project One in Module Six.**

| **Principles(s):** [Name the principle and explain how it maps to this standard.] |
| --- |

**Threat Level**

| **Severity** | **Likelihood** | **Remediation Cost** | **Priority** | **Level** |
| --- | --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

**Automation**

| **Tool** | **Version** | **Checker** | **Description Tool** |
| --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

#### Coding Standard 7

| **Coding Standard** | **Label** | **Name of Standard** |
| --- | --- | --- |
| **Exceptions** | [STD-007-CPP] | Avoid programs from terminating due to errors abruptly. |

| **Noncompliant Code** |
| --- |
| In the non-compliant code, the call to function f could result in a call to std::terminate() because throwing\_function() can result in an exception being thrown. |
| #include <cstdlib>    void throwing\_func() noexcept(false);    void f() { // Not invoked by the program except as an exit handler.  throwing\_func();  }    int main() {  if (0 != std::atexit(f)) {  // Handle error  }  // ...  } |

| **Compliant Code** |
| --- |
| In our compliant code the function f handles all the exceptions. |
| void throwing\_func() noexcept(false);    void f() { // Not invoked by the program except as an exit handler.  try {  throwing\_func();  } catch (...) {  // Handle error  }  }    int main() {  if (0 != std::atexit(f)) |

**Note: Stop here for the milestone. Complete this section for Project One in Module Six.**

| **Principles(s):** [Name the principle and explain how it maps to this standard.] |
| --- |

**Threat Level**

| **Severity** | **Likelihood** | **Remediation Cost** | **Priority** | **Level** |
| --- | --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

**Automation**

| **Tool** | **Version** | **Checker** | **Description Tool** |
| --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

#### Coding Standard 8

| **Coding Standard** | **Label** | **Name of Standard** |
| --- | --- | --- |
| [Student Choice] | [STD-008-Clg] | We need to conduct our data sanitization from the input before its moved into a subsystem to ensure SQL injections are not being transferred. |

| **Noncompliant Code** |
| --- |
| An address is input into a buffer and the string is an argument in a call to the system. |
| sprintf(buffer, "/bin/mail %s < /tmp/email", addr);  system(buffer); |

| **Compliant Code** |
| --- |
| In compliant code we outline the characters that are whitelisted by our system and us. By removing these characters from us it allows us to block another way for an attack. |
| static char ok\_chars[] = "abcdefghijklmnopqrstuvwxyz"  "ABCDEFGHIJKLMNOPQRSTUVWXYZ"  "1234567890\_-.@";  char user\_data[] = "Bad char 1:} Bad char 2:{";  char \*cp = user\_data; /\* Cursor into string \*/  const char \*end = user\_data + strlen( user\_data);  for (cp += strspn(cp, ok\_chars); cp != end; cp += strspn(cp, ok\_chars)) {  \*cp = '\_';  } |

**Note: Stop here for the milestone. Complete this section for Project One in Module Six.**

| **Principles(s):** [Name the principle and explain how it maps to this standard.] |
| --- |

**Threat Level**

| **Severity** | **Likelihood** | **Remediation Cost** | **Priority** | **Level** |
| --- | --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

**Automation**

| **Tool** | **Version** | **Checker** | **Description Tool** |
| --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

#### Coding Standard 9

| **Coding Standard** | **Label** | **Name of Standard** |
| --- | --- | --- |
| **Dangling Pointer** | [STD-009-clg] | Designed to protect memory by no accessing it to be freed. |

| **Noncompliant Code** |
| --- |
| In this example p is freed before p-> is executed. |
| struct node {  int value;  struct node \*next;  };    void free\_list(struct node \*head) {  for (struct node \*p = head; p != NULL; p = p->next) {  free(p);  }  } |

| **Compliant Code** |
| --- |
| We store a reference for p so that it’s accessed prior to us freeing p. |
| #include <stdlib.h>    struct node {  int value;  struct node \*next;  };    void free\_list(struct node \*head) {  struct node \*q;  for (struct node \*p = head; p != NULL; p = q) {  q = p->next;  free(p);  }  } |

**Note: Stop here for the milestone. Complete this section for Project One in Module Six.**

| **Principles(s):** [Name the principle and explain how it maps to this standard.] |
| --- |

**Threat Level**

| **Severity** | **Likelihood** | **Remediation Cost** | **Priority** | **Level** |
| --- | --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

**Automation**

| **Tool** | **Version** | **Checker** | **Description Tool** |
| --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

#### Coding Standard 10

| **Coding Standard** | **Label** | **Name of Standard** |
| --- | --- | --- |
| Overflow | [STD-010-CPP] | Guarantee that library functions do no overflow. |

| **Noncompliant Code** |
| --- |
| In the noncompliant code the stl containers are subject to vulnerabilities. |
| #include <algorithm>  #include <vector>    void f(const std::vector<int> &src) {    std::vector<int> dest;    std::copy(src.begin(), src.end(), dest.begin());    // ...  } |

| **Compliant Code** |
| --- |
| In compliant code we use std::copy() to verify our container can hold all the elements. |
| #include <algorithm>  #include <vector>  void f(const std::vector<int> &src) {    // Initialize dest with src.size() default-inserted elements    std::vector<int> dest(src.size());    std::copy(src.begin(), src.end(), dest.begin());    // ...  } |

**Note: Stop here for the milestone. Complete this section for Project One in Module Six.**

| **Principles(s):** [Name the principle and explain how it maps to this standard.] |
| --- |

**Threat Level**

| **Severity** | **Likelihood** | **Remediation Cost** | **Priority** | **Level** |
| --- | --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

**Automation**

| **Tool** | **Version** | **Checker** | **Description Tool** |
| --- | --- | --- | --- |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

### Defense-in-Depth Illustration

This illustration provides a visual representation of the defense-in-depth best practice of layered security.



## Project One

There are seven steps outlined below that align with the elements you will be graded on in the accompanying rubric. When you complete these steps, you will have finished the security policy.

### Revise the C/C++ Standards

You completed one of these tables for each of your standards in the Module Three milestone. In Project One, add revisions to improve the explanation and examples as needed. Add rows to accommodate additional examples of compliant and noncompliant code. Coding standards begin on the security policy.

### Risk Assessment

Complete this section on the coding standards tables. Enter high, medium, or low for each of the headers, then rate it overall using a scale from 1 to 5, 5 being the greatest threat. You will address each of the seven policy standards. Fill in the columns of severity, likelihood, remediation cost, priority, and level using the values provided in the appendix.

### Automated Detection

Complete this section of each table on the coding standards to show the tools that may be used to detect issues. Provide the tool name, version, checker, and description. List one or more tools that can automatically detect this issue and its version number, name of the rule or check (preferably with link), and any relevant comments or description—if any. This table ties to a specific C++ coding standard.

### Automation

Provide a written explanation using the image provided.



Automation will be used for the enforcement of and compliance to the standards defined in this policy. Green Pace already has a well-established DevOps process and infrastructure. Define guidance on where and how to modify the existing DevOps process to automate enforcement of the standards in this policy. Use the DevSecOps diagram and provide an explanation using that diagram as context.

[Insert your written explanations here.]

### Summary of Risk Assessments

Consolidate all risk assessments into one table including both coding and systems standards, ordered by standard number.

| Rule | Severity | Likelihood | Remediation Cost | Priority | Level |
| --- | --- | --- | --- | --- | --- |
| STD-001-CPP | High | Unlikely | Medium | High | 2 |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
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| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

### Create Policies for Encryption and Triple A

Include all three types of encryption (in flight, at rest, and in use) and each of the three elements of the Triple-A framework using the tables provided***.***

* 1. Explain each type of encryption, how it is used, and why and when the policy applies.
  2. Explain each type of Triple-A framework strategy, how it is used, and why and when the policy applies.

Write policies for each and explain what it is, how it should be applied in practice, and why it should be used.

| 1. **Encryption** | **Explain what it is and how and why the policy applies.** |
| --- | --- |
| Encryption in rest | [Insert text.] |
| Encryption at flight | [Insert text.] |
| Encryption in use | [Insert text.] |

| 1. **Triple-A Framework\*** | **Explain what it is and how and why the policy applies.** |
| --- | --- |
| Authentication | [Insert text.] |
| Authorization | [Insert text.] |
| Accounting | [Insert text.] |

**\***Use this checklist for the Triple A to be sure you include these elements in your policy:

* User logins
* Changes to the database
* Addition of new users
* User level of access
* Files accessed by users

### Map the Principles

Map the principles to each of the standards, and provide a justification for the connection between the two. In the Module Three milestone, you added definitions for each of the 10 principles provided. Now it’s time to connect the standards to principles to show how they are supported by principles. You may have more than one principle for each standard, and the principles may be used more than once. Principles are numbered 1 through 10. You will list the number or numbers that apply to each standard, then explain how each of these principles supports the standard. This exercise demonstrates that you have based your security policy on widely accepted principles. Linking principles to standards is a best practice.

**NOTE:** Green Pace has already successfully implemented the following:

* Operating system logs
* Firewall logs
* Anti-malware logs

The only item you must complete beyond this point is the Policy Version History table.

## Audit Controls and Management

Every software development effort must be able to provide evidence of compliance for each software deployed into any Green Pace managed environment.

Evidence will include the following:

* Code compliance to standards
* Well-documented access-control strategies, with sampled evidence of compliance
* Well-documented data-control standards defining the expected security posture of data at rest, in flight, and in use
* Historical evidence of sustained practice (emails, logs, audits, meeting notes)

## Enforcement

The office of the chief information security officer (OCISO) will enforce awareness and compliance of this policy, producing reports for the risk management committee (RMC) to review monthly. Every system deployed in any environment operated by Green Pace is expected to be in compliance with this policy at all times.

Staff members, consultants, or employees found in violation of this policy will be subject to disciplinary action, up to and including termination.

## Exceptions Process

Any exception to the standards in this policy must be requested in writing with the following information:

* Business or technical rationale
* Risk impact analysis
* Risk mitigation analysis
* Plan to come into compliance
* Date for when the plan to come into compliance will be completed

Approval for any exception must be granted by chief information officer (CIO) and the chief information security officer (CISO) or their appointed delegates of officer level.

Exceptions will remain on file with the office of the CISO, which will administer and govern compliance.

## Distribution

This policy is to be distributed to all Green Pace IT staff annually. All IT staff will need to certify acceptance and awareness of this policy annually.

## Policy Change Control

This policy will be automatically reviewed annually, no later than 365 days from the last revision date. Further, it will be reviewed in response to regulatory or compliance changes, and on demand as determined by the OCISO.

## Policy Version History

| Version | Date | Description | Edited By | Approved By |
| --- | --- | --- | --- | --- |
| 1.0 | 08/05/2020 | Initial Template | David Buksbaum |  |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

## Appendix A Lookups

### Approved C/C++ Language Acronyms

| Language | Acronym |
| --- | --- |
| C++ | CPP |
| C | CLG |
| Java | JAV |