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## Notebook

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## 1. Introduction

1.1. This policy provides direction on general MTD Notebook security requirements for Information Technology (IT) systems.

## 2. Scope

2.1 This policy covers all authorized users utilizing the company's notebook.


## 3. Objective

3.1 The objective of this policy is to set out the criteria for the provision of notebook computers and the conditions relating to their use. This policy is a supplementary policy to IT Policies - Desktop and Notebook Security Standards and Baseline Security Standards.

## 4. Policy

### 4.1 Users

- 4.1.1 It is the responsibility of all staff to ensure the Confidentiality, Availability, and Integrity of data belonging to MTD.
- 4.1.2 Each notebook user is responsible for the security of the equipment, software and data in his/her care.
- 4.1.3 Computer games must not be loaded onto notebooks.
- 4.1.4 Unofficial, unauthorized or unlicensed software must not be loaded onto notebooks.
- 4.1.5 Users are responsible to ensure the upkeep, security and proper handling of the notebook.
- 4.1.6 Notebook must not be left in a vehicle.
- 4.1.7 Users are responsible to replace or reimburse the company if the notebook is lost while in their custody. The reimbursement cost will be accessed by IT Department based on the current good useable value and approved by Management.

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4.1.8 The formula of reimbursement cost will be as follows :-


| Age of Notebook              | Replacement Value<br>(% x Purchase Value) |
|------------------------------|---|
| 2 <sup>nd</sup> year & below | 100%                                      |
| 3 <sup>rd</sup> year         | 86%                                       |
| 4 <sup>th</sup> year         | 72%                                       |
| 5 <sup>th</sup> year         | 58%                                       |
| 6 <sup>th</sup> year         | 44%                                       |
| 7 <sup>th</sup> year         | 30%                                       |
| 8 <sup>th</sup> year & above | 16%                                       |

## 4.2 Operational System

4.2.1 The Company will consider the provision of a notebook computer to the staff if the following criteria are met:

- Staff is required to work from more than one location and a convenient access to a desktop PC is not available at all locations.
- A staff who regularly undertakes work at home on behalf of the Company.
- Staff such as Senior Manager and of higher position above is entitled for a notebook.
- Staff who is entitled due to it's their job function.
- A member of staff who travel frequently due to business operation.

4.2.2 Requests for notebook computers must be made through the respective Heads. ITD will then make assessment and recommendations on the provision of notebook computers for Management's approval. The staff's department may be responsible for meeting the cost of the provision of the notebook, which must be approved in advance by the appropriate budget holder. The cost for a notebook shall be approximately between RM3,500 to RM7,500 per unit and

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shall be subject to recommendation made by ITD of the notebook's specifications depending on the job function and scope.

- 4.2.3 The provision of MTD notebook computers shall be subject to the following conditions:

4.2.3.1 Virus Protection


All MTD notebooks have to be installed with an up-to-date Antivirus software at the time they are issued. The Antivirus system's database will be updated on a regular basis. In no circumstances shall the user delete or disable the antivirus software, without the approval of the Head of IT.

4.2.3.2 Backups

Users of MTD notebooks will be responsible for carrying out regular secure backups of any MTD data held on the notebooks to minimize the risk of loss of critical information. Backups data shall be stored in a different location from the equipment and backup media should be placed in a separate briefcase from notebook whilst in transit. Advice may be sought from the IT Department to assist the backups process. Users may be required to provide evidence of such backups.

4.2.3.3 Personal Use

MTD notebooks may be used for processing and storing personal data at the discretion of, and with the approval of, the user's Head. MTD accepts no responsibility if personal data or software is deleted or corrupted whilst the notebook is being repaired or serviced by MTD's IT Department.

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#### 4.2.3.4 MTD's Right to Inspect Data

All data and software held on MTD notebooks may be inspected by the authorized ITD's staff at any time and without warning upon approval by the user Head of Department or Head of Company or Management. Users may be required to remove software and/or data which are deemed to be inappropriate by the Company.

