Acceptable Use Policy

This policy describes how Sutaria Services LLC d/b/a CalcuQuote employees will be expected to use the resources we provide, including laptops, cloud resources, security tools and more. NIST800-53:PL-4

Access To Data

Prior to receiving access to Sutaria Services LLC d/b/a CalcuQuote data, employees must sign access agreements and acknowledge security policies. NIST800-53:PS-6 Contractors or other non-employee staff and resources must sign appropriate confidentiality agreements prior to being given access to data. NIST800-53:PS-7

Personal Devices

It is acceptable for employees to use their personal smart phones for email and messaging.

It is not expected that employees use their personal devices for:

1. Storing any client data
2. Conducting security testing or code review
3. This includes personal Dropbox or shared storage devices

Additionally, personal devices should not be connected to the Sutaria Services LLC d/b/a CalcuQuote internal network. NIST800-53:AC-18, NIST800-53:AC-19, NIST800-53:MP-1, NIST800-53:MP-4

Company Devices

For the purposes of getting work done, Sutaria Services LLC d/b/a CalcuQuote employees and contractors may be granted access to computers (laptops). Such computers are intended for use doing work for Sutaria Services LLC d/b/a CalcuQuote. It is expected that these devices will be handled in a safe and secure manner to the extent possible. In addition, it is expected that these devices will not be used for unlawful activities or paid work for other entities.

Employees acknowledge that company devices likely contain data that is internal or secret and therefore any laptops will be encrypted with FDE (see Data Classification Policy) and removable media will be securely erased between uses. NIST800-53:MP-1, NIST800-53:MP-2, NIST800-53:MP-4

At no point are backup tapes or physical media devices expected to be removed without explicit secure handling in place (e.g... for backup tapes). NIST800-53:MP-5

Cloud Resources

In the course of providing services, Sutaria Services LLC d/b/a CalcuQuote employees shall have access to training resources and other cloud based services ranging from vulnerability scanning systems to CRM systems to shared storage like Drive. Throughout, employees are expected to use these systems in appropriate and intended manners. Without exception, these systems should be tracked as part of the vendor management program as defined in the Partner Security Policy. [NIST800-53:AC-20](#)

Sharing Data and Documents

With an increasing focus on cloud based document repositories, it is critical for employees to understand that direct access to Sutaria Services LLC d/b/a CalcuQuote documents or code artifacts should never be given to clients, partners or third parties except for under very specific circumstances and with the explicit approval of the security officer. [NIST800-53:AC-21](#)

Note that only specifically designated individuals should share information publicly in the form of posts to the website or parts of an application that are publicly available. [NIST800-53:AC-22](#)

Audience

All Sutaria Services LLC d/b/a CalcuQuote employees need to be aware of the policy.

Policy Tracking

Tracking Item	Detail
Policy Name	Acceptable Use Policy
Policy Owner	Chintan Sutaria
Approvers	Chintan Sutaria
Approval Date	2019-07-13
In Force Date	2019-07-13
Update Date	2020-07-13
Applies To	All of Sutaria Services LLC d/b/a CalcuQuote

Version History

Version	Date	Approvers	Changes
1.0	2019-07-13	Chintan Sutaria	Initial Policy