**CS362 Homework #1**

Introduction Section

The purpose of this document is to protect the interests of ZedAuction and its business partners. ZedAuction is a respected Electronic commerce (Ecommerce) company, and as such, must be secure in order to do business with its customers. Policies introduced and enacted are for the best interests of the company, its employees, and its customers.

The Security Chair will oversee all security implementations, policies, and will be responsible for the effectiveness of those.

All employees, vendors, and contractors are expected to follow these policies and notify management if the find that a co-worker(s) is not. If any employee is found to be willfully circumventing guidelines, appropriate disciplinary action, up to and including termination, will be taken.

Policies Section

Purchasing policy – Everyone has budget they must follow

Equipment policy – Everyone must use the same and/or compatible equipment

Internet usage policy – Internet will be used for business functions. If something needs to be researched, full internet access can be requested. (e.g. Quota time)

Electronic Messaging policy – Electronic messages should only be used for business purposes. The company will monitor any communication with outside parties for virus detection.

Privacy policy – Employees can expect a certain level of privacy into what they do on company premises and with company property.

Requisition policy – Employees will need to justify the need for any equipment ordered or services bought with company money

Purchasing Policy:

Each department of ZedAuction will have a budget that they need to follow as set by the financial department. Appropriate uses for the budget will be detailed below. Anything purchased will retain ownership to ZedAuction.

Internet Usage Policy:

Internet services are to be used for navigation around the company intranet. If access is needed to the internet proper, then a request may be made to a supervisor or the IT department to allow full access for research purposes (e.g. Quota Time). A virus check will conducted at maintenance on all machines that used Quota Time.

Asset Classification Section  
  
Tangible and intangible assets (Money vs Reputation)  
  
Risk Management Section  
  
threats and stuff