# Purpose

The purpose of this policy is to protect against risks of using mobile computing and communication facilities.

# Scope

This policy applies to all Electronics Department users.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*.

# Policy Statement

* 1. A user is solely responsible for loss and compromise of information from his/her mobile device.
  2. Class I Information (see R02 Information Classification document) must be stored in encrypted form on mobile devices. The user must get department head’s approval before storing such information on the device.
  3. The users must report incidents where *critical information asset* is lost or compromised from his/her mobile device.
  4. Access to department’s *critical information assest* from a mobile device must be authenticated.
  5. Remote access to department’s *critical information assets* across public networks must be authenticated and authorized.
  6. Remote access to department’s *critical information assets* must occur over secure communication channels.
  7. Remote access to *critical information assets* must be allowed only after another layer of authentication.
  8. Remote access logs must be kept for at least a period of 12 months.
  9. Remote access authentication failures must be logged and actively monitored.

# Exceptions

# References

* 1. *NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder
  2. *P501 Information Security Policy,* NSCL Document Server, Electronics Folder
  3. *R02 Information Classification Document*, NSCL Document Server, Electronics Folder

# Revision History

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| Revision  Level | Date | Revision Changes |
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# Reviews

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| --- | --- |
| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**