

# Network Management

## Policy Statement

The networks of Jubilee Life Insurance should be managed in a way that only the concerned individuals who have a job related need should be able to access a particular network. Firewalls, IDS/IPS and related equipment should be used to protect the network from the intruders and malicious users.

## Objective

This Policy is aimed at ensuring smooth and controlled operations of all JLI networks by stating network management guidelines.

## Prerequisite

This procedure should be read in conjunction with:

- Information Security Policies, including:
  - Communications Security

## Responsibility

- Group Head Digital, Technology and Strategic Planning
- Network Administrator

## Procedure

Step	Description	Responsibility
<b>Network Documentation</b>		
1. .	High level network diagram showing main network domains and connections	Network Administrator
<b>Logging &amp; Monitoring</b>		
1.	Logs of VPN, firewalls, IPS/IDS and Network Monitoring Systems, where applicable, shall be retained at a minimum for one year.	Network Administrator
2.	Logs shall be reviewed periodically for any suspicious activities.	Network Administrator
3. .	Network devices & mediums/links shall be monitored real time through available tools to ensure the network connectivity across JLI.	Network Administrator
4. .	Down time of any sort should be approved, recorded and periodically reviewed to identify recurring problems and highlighted solutions.	Network Administrator