Security Frequently Asked Questions

Purpose of this Document

This document is a summary of frequent questions asked and guidelines. It is not a definitive document and if there's any clash between Policy documents and this document, the Policy documents take precedence.

Important Documentation

Saber Astronautics Security Standing Orders - This document details the overall security policy which aligns to Australian and USA Defence guidelines

General Guidelines

Q: There are two (or more) directives that are in contradiction to one another (for example one document has paragraphs classified as CONFIDENTIAL and others classified SECRET), which handling procedures should be followed for the document?
A: Security procedures and classifications for a single document or location take the highest/strictest level of security policy. For example a document with both CONFIDENTIAL and SECRET paragraphs treats the entire document as SECRET. Locations that are rated to higher levels than the general company directives, you follow the stricter handling guidelines.

Q: My workplace is embedded/physically located within a defence organization/facility, whose security policies do I follow?
A: Generally follow Defence regulations. Saber follows Defence policies and approved certifications for the classification of locations and documents. Ideally there should never be a conflict between procedures, if there is a distinct clash, contact a Saber Security Officer.

Q: I believe I have discovered a breach of, or have breached the Saber security policy, what do I do?
A: You should immediately inform security personnel of the breach. They will take action to deal with the situation, and will provide a debrief to you on the incident.

Physical Security

Q: Can I bring guests into the office?
A: Guests may be permitted into the Saber office at the discretion of senior employees. Entry is typically only granted to those with a valid reason to enter, and only to non-sensitive areas of

the office. Discuss whether it's reasonable to invite a guests in with a senior staff member in advance.

Q: When am I able to access the office?
A: Standard Saber office hours are between 10AM and 6PM. Entry outside of these hours is possible, and some staff members choose to work before or after standard hours. If you have a reasonable need to enter the office outside of work hours you should make a request to a senior staff member, who will either escort you, or provide information on how to enter and lock up the office.

Q: What areas of the office can I enter?
A: Most of the office is considered unsecured. All employees are welcome to access the facilities, kitchen, entryway and lounge areas. In the Sydney office the server room next to the toilets is considered a sensitive area, as it currently houses networking hardware for the office. You should avoid accessing this area without reason, but are welcome to be escorted by a senior staff member if you have a reasonable requirement to enter.

Personnel Security

Q: Someone started asking me questions about what I do at work/Saber, what do I do?
A: Saber and employees are a target for foreign intelligence and other corporate espionage, and people may start asking questions in bars or on social media about what you're working, what we're doing, etc. Report any contacts/conversations to a Saber or Defence Security Officer. (This does not apply to valid questions, however still report it to a Security Officer if it seems strange).

Q: What can I tell people?
A: Strangers? Nothing, tell them you just work in IT or something similar to your job role. Friends and family? You can tell people you work at Saber, in the space industry. And your job role.

Information Security

Saber Astronautics follows NIST (number) certification for it's facilities. This is approved for usage with both Australian and USA Defence companies. This minimises the different requirements on Saber's IT infrastructure.

Q: Can I work on another staff member's computer?
A: Generally no. You are not permitted to work using another person's Windows or Linux account, however if you have an existing account on their computer, and the owner of the workstation has given you permission, you may work on their computer. You should inform a senior staff member if your workstation is not suitable for your work however, and they will make

arrangements for your own workstation. It is permitted to use other people's computers while they they remain present, as in the case of helping them debug etc.

Account Security

Q: Can I use the same password for all of my accounts?
A: You should avoid the use of duplicate passwords as much as possible. LastPass can be used to generate and store unique passwords for each of your accounts.

Q: Why can't I use my LastPass password elsewhere?
A: You should absolutely not use your LastPass password elsewhere. Your LastPass password is one of the most sensitive since it gives access to a number of other accounts. Passwords are compromised even in the biggest companies, and if they were able to access your LastPass account, they may be able to access all of your accounts. This is true even with 2FA.

Q: How often should I change my password?
A: If you have reason to believe that your passwords have been compromised (shared via email, your account comes up on haveibeenpwned.com, phishing attacks, etc) you should change all relevant passwords. There is no need to frequently change master passwords otherwise.

Q: How should I make passwords for new accounts?
A: LastPass has a password generator function. Creating and filling out the password fields should be done with a random password through LastPass where possible.

Q: How do I store my passwords?
A: All Full Time Employees (and contractor/intern/etc employees with approval from their country's Director) will receive a company LastPass account. Once you have set up the LastPass account, store your Saber email/bitbucket/etc account access in there.

Q: Can I use my personal password manager for Saber purposes?
A: No. We highly recommend you utilise a password manager for your personal life, however separation between personal and business accounts is essential as part of Defence security policies. Personal LastPass accounts will not be added to the Saber LastPass Enterprise account.

Q: Can I share my passwords with other employees?
A: No

Q: Can I share my passwords over email or the phone?
A: Absolutely not. Any password that is shared via email is considered to be a security violation.

Q: Can I share my passwords via LastPass?

A: Shared accounts (such as developer test accounts) can be placed into a share folder in LastPass and individuals can access them from there.

Q: Can we share a single user account for third party services (such as unity, etc)?
A: Yes, however the access control should be stored in a Shared LastPass folder

Q: Do I need to use Two Factor Authentication (2FA/MFA)?
A: Yes. When Saber accounts are created there is a one week grace from account creation until 2FA is automatically required. If 2FA isn't set up within that period, your account will be

Storage Security

Q: Does Saber provide a backup service?
A: All code should use git for version control, and be regularly pushed to a Saber bitbucket repository. Files, documents, etc can be backed up using the Saber Google Drive, into either a shared or private folder.

Q: Are the files on my work computer safe and secure?
A: To a reasonable extent yes. Saber will not wipe your workstation's hard drives without reason, and do not routinely inspect the contents of your user account. Hard drive failure can occur however, and hence it is required that important and critical files, documents and data is backed up to the companies online storage (Google Drive or Bitbucket).

Network Security

Q: How do I give a guest access to the internet in the office?
A: At the present time, guests may be given access to the office WiFi network. Ask a senior staff member for login credentials.

Saber Security Staff

Further questions can be directed to the following staff members.

Company Security Officer

Aidan O'Brien

Sydney HQ Security Officer

Alix Murdoch