1. **Scope**

Installation and maintenance of anti-malware software on Retirement Capital’s workstations, servers, notebook computers, PDAs, mobile phones.

1. **Responsibilities**

The Director (CISO) is responsible for carrying out the actions specified by this work instruction.

1. **Work Instructions**
   1. The chosen anti-malware software is: BitDefender.
   2. The Director (CISO) is responsible for ensuring that the software is installed on the entire Retirement Capital’s workstations, servers and notebook computers, that automatic updates are enabled and that the most current version is actually operating on all devices.
   3. The following devices have non-standard anti-malware software: mobile phones as these are not company owned.
   4. The following controls are implemented against malware on portable memory devices: BitDefender on host device
   5. The following software is deployed to protect against airborne viruses via wireless access points: BitDefender.
   6. Antivirus updates are installed automatically and are kept to the latest level on all company owned equipment.

***Document Owner and Approval***

The Director (CISO) is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Managing Director on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature:

Date: 14/11/2020

**Change History Record**

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| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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