1. **Scope**

All users of the Retirement Capital’s wireless notebook computers and other mobile devices are within the scope of this procedure.

1. Responsibilities

The IT Manager is responsible for specifying and/or providing the firewalls, anti-malware software, automatic updating, connectivity and backup facilities required under this procedure.

The HR Manager is responsible for user training.

All users have specific responsibilities in terms of their User Agreements.

1. **Procedure** [ISO27002 Clause 6.2.1]
   1. Retirement Capital requires notebook computer level deployment of the company’s specified firewalls, anti-malware software, and automatic updating facilities that are all up to date and meet the corporate minimum standards, which are specified in the User Agreement.
   2. Retirement Capital requires notebook computer level deployment of the corporate policy on usernames and passwords (see control section 9.1 of the [Manual](../Manual/001%20Information%20Security%20Manual.docx)), to have a password protected screensaver, to encrypt all folders containing corporate information and to disable folder and printer sharing, all of which is specified in the User Agreement.
   3. Retirement Capital requires that notebook computers are physically protected against theft and damage while in transit, in storage or in use and that, in cases of loss or theft, the specified corporate policy (see User Agreement) for dealing with such incidents is followed.
   4. Retirement Capital requires users (in the User Agreement) to ensure that all the most recent operating system and application security-related patches, fixes and updates have been installed.
   5. Retirement Capital requires (in the User Agreement) that notebook computers are backed up in line with corporate security.
   6. Retirement Capital requires users of notebook computers to carry with them at all times the chargers and spare batteries specified in the User Agreement.
   7. Retirement Capital requires users to comply with the corporate requirements on the means of connecting to public access points, and accessing corporate information, both as described in the User Agreement.
   8. Retirement Capital requires users, in the User Agreement, to act with care in public places so as to avoid the risk of screens and notebook computer activity being overlooked by unauthorised persons.
   9. Retirement Capital carries out regular and ad hoc audits of all notebook computers to ensure that they are configured in compliance with this procedure.
   10. Retirement Capital provides users with appropriate training and awareness to ensure that they understand the risks of wireless on the road computing and that they understand and can carry out their agreed security obligations.
   11. Work instruction [ISMS-C DOC 6.2.1a](ISMS-C_DOC_6.2.1a.docx) sets out how the corporate requirements set out in Clause 3.1 and 3.4 above are enforced.
   12. Work instruction [ISMS-C DOC 6.2.1a](file:///I:\Shared%20drives\Company\Quality\QMS\ISMS\03Z%20Validated%20DOCX%20files\Control%20A6%20-%20organisation%20of%20information%20security\ISMS-C_DOC_6.2.1a.docx) sets out how the VPN solution is to be operated.
   13. Work instruction [ISMS-C DOC 6.2.1a](file:///I:\Shared%20drives\Company\Quality\QMS\ISMS\03Z%20Validated%20DOCX%20files\Control%20A6%20-%20organisation%20of%20information%20security\ISMS-C_DOC_6.2.1a.docx) sets out how e-mails are to be encrypted when sent from mobile devices.

***Document Owner and Approval***

The IT Manager 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 procedure was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14/11/2020 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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