

Workstation Policy

The Trip Boutique

November 2024

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Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC6.8

Table 2: Document history

Date	Comment
Jun 1 2018	Initial document

1 Purpose and Scope

- a. This policy defines best practices to reduce the risk of data loss/exposure through workstations.
- b. This policy applies to all employees and contractors. Workstation is defined as the collection of all company-owned and personal devices containing company data.

2 Policy

- a. Workstation devices must meet the following criteria:
 - i. Operating system must be no more than one generation older than current
 - ii. Device must be encrypted at rest
 - iii. Device must be locked when not in use or when employee leaves the workstation
 - iv. Workstations must be used for authorized business purposes only
 - v. Loss or destruction of devices should be reported immediately
 - vi. Laptops and desktop devices should run the latest version of antivirus software that has been approved by IT
- b. *Desktop & laptop devices*
 - i. Employees will be issued a desktop, laptop, or both by the company, based on their job duties. Contractors will provide their own laptops.
 - ii. Desktops and laptops must operate on macOS or Windows.
- c. *Mobile devices*
 - i. Mobile devices must be operated as defined in the Removable Media Policy, Cloud Storage, and Bring Your Own Device Policy.
 - ii. Mobile devices must operate on iOS or Android.
 - iii. Company data may only be accessed on mobile devices with Slack and Gmail.
- d. *Removable media*
 - i. Removable media must be operated as defined in the Removable Media Policy, Cloud Storage, and Bring Your Own Device Policy.
 - ii. Removable media is permitted on approved devices as long as it does not conflict with other policies.