Mobility Policy Bundle

Version 2018-02

Table of Contents

This document contains the following policies:

- BYOD Access and Use Policy (*revised 02/2018*)
- Mobile Device Access and Use Policy (*revised 02/2018*)
- Record Management, Retention, and Disposition Policy (*revised 02/2018)*
- Social Networking Policy (*revised 02/2018*)
- Telecommuting Policy (*revised 02/2018*)
- Travel, Laptop, PDA and Off-Site Meeting Policy (*revised 02/2018*)
- Wearable Device Policy (*revised 02/2018*)

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BYOD Policy Template

Version 2.0

Table of Contents

Bring Your Own Device (BYOD) Access and Use Policy 3
Overview 3
Components of the BYOD Strategy and Basics for BYOD Policy 4
Policy 7
Device Requirements 7
Policy Definitions 8
Access Control 8
Security 9
Help & Support 10
Enterprise Mobile Device Infrastructure 10
BYOD Infrastructure 11
Disaster Recovery 11
Backups 11
Tablet Computer (iPads) 12
Internal Network Access 12
Repair Procedure 12
Upgrade Procedure 12
Patching Policy 12
BYOD Security Best Practices 13
Security Controls 13
Remote BYOD Management 13
Access Management Controls 13
Tablet and Smartphone Applications 14
BYOD Metrics and SLA Agreement 15
Executive management 15
Business unit executives 15
IT organization 15
Legal Considerations 17
Privacy 17
Record Retention 18
Appendix 20
Electronic Forms 21
BYOD Access and Use Agreement Form
Mobile Device Security Access and Use Agreement Form
Mobile Device Security and Compliance Checklist
IT Job Descriptions 22
BYOD Support Specialist
BYOD Support Supervisor
Manager BYOD Support
What's New 23

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What's New

Version 2.0

- Electronic Forms have been updated to meet the latest compliance requirements
- Added additional text for biometric security preferences
- Added 3 job descriptions
  - BYOD Support Specialist
  - BYOD Support Supervisor
  - Manager BYOD Support
- Electronic Forms and Job Description are provided as separate documents

Version 1.6

- Updated BYOD strategy and policy guidelines
- Updated all electronic forms
- Added Mobile Device and Compliance Checklist

Version 1.5

- Added SLA and Balance Scorecard metrics for BYOD

Version 1.4

- Updated to include strategy planning definition for BYOD policy
- Updated to include latest compliance requirements
- Updated BYOD best practices
- Updated BYOD Access and Use Agreement Form

Version 1.3

- Updated BYOD Access and Use Agreement Form
- Added Electronic Form Mobile Device Security and Compliance Checklist

Version 1.2

- Updated the BYOD Access and Use Agreement
- Added Device Access Security
- Added BYOD and Mobile Device Best of Breed Security Checklist
- Updated to meet all current compliance requirements

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Version 1.1

- Added materials on disaster recovery
- Added materials on back-up of company intellectual properties

Version 1.0

- Policy Released

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Mobile Device Access & Use Policy Template

Version 2.1

Table of Contents

Mobile Access and Use Policy

Overview 2
Components of the BYOD Strategy and Basics for BYOD Policy 3

Policy 6
Policy and Appropriate Use 6
Mobile Devices 8
Policy Definitions 8
Access Control 8
Federal Trade Commission Mobile Policy Guidelines 9
Security 11
Help & Support 12
Enterprise Mobile Device Infrastructure 12
Equipment and Supplies 13
Tablet Computer (iPads and Microsoft Surface) 14

Mobile Device Security Best Practices 16
Top 10 Mobile Device Security Best practices 16
Security controls 16
Remote device management 17
Access management controls 17
Tablet and Smartphone applications 17

Appendix 18
Electronic Forms 19
BYOD Access and Use Agreement Form 19
Company Asset Employee Contol Log 19
Mobile Device Security Access and Use Agreement Form 19
Mobile Device Security and Compliance Checklist 19

What's New 20

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What's New

Version 2.1

- Restructured Policy
- Added top 10 Mobile Device Security Best Practices
- Updated all electronic forms

Version 2.0

- Updated all electronic forms
- Updated to meet all mandated, ISO, and EU compliance requirements

Version 1.5

- Updated to meet compliance requirements
- Updated electronic forms
- Mobile Device Security and Compliance Checklist
- BYOD Access and Use Agreement

Version 1.4

- Updated to meet latest compliance requirements
- Updated to include references to BYOD and wearable devices
- Added section in Appendix for establishing BYOD policy

Version 1.3

- Added FTC Mobile Device Policy Guidelines
- Updated security procedure to meet mandated compliance requirements

Version 1.2

- Added Mobile Device Security Best Practices
- Updated the electronic forms and corrected minor errata

Version 1.1

- Added section on iPad and tablet computers
- Added electronic forms
- Mobile Device Use and Agreement
- Company Asset Employee Control Log

Version 1.0

- Policy released

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Record Management, Retention, and Disposition Policy

Version 2.3

Table of Contents

Record Management, Retention and Disposition Policy Statement 4
Overview 4
Scope 4

Regulatory Overview 5
Record Retention Federal and State Requirements 5
Record Retention Implications Sarbanes-Oxley Sections 302, 404, and 409 6
SOX - Section 302 6
SOX - Section 404 6
SOX – Section 409 7
SOX – Sections 103a and 801a 7
SOX – Section 802 7
Record Retention Requirements and Time Periods 7
Primary list of Records to Be Retained 8
What ENTERPRISE Should Do 9

Record Management, Retention and Disposition Standard 10
Purpose 10
Scope 10
Responsibilities 11
Record Management 13
Record Creation 13
Data Security Classification 14
Record Retention Designation 16
Vital Records 18
Record Use 20
Record Disposition 21
Non-Archival Records 21
Archival Records 22
Record Destruction 22
Compliance and Enforcement 23
Legal Definitions 23

Email Retention Compliance 24
Policy 24
Unclassified – Temporary 25
Email to Be Deleted 25
Email to be maintained 26
Email to be printed 26
Regulations and Industry Impact 27
Keys to Email Archiving Compliance 28

Implementation Interview Checklist 29
Interviewee Questions 29
Records Accessed 29
Records Created 29

Record Management, Retention, and Disposition Annual Review Process 30
Understand all the requirements for every type record your organization has 30
Develop and maintain clear and well-documented Record Management policies 30

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Get management concurrence on those policies. 30
Annually review your Record Management practices 30
Review systems, technologies, and facilities, as well as your practices. 31
Document the results 31

Record Management Best Practices 32
Engage key managers and record stakeholders 32
Define scope, needs, and Objectives 32
Implement metrics and monitor processes 32
Define meaningful retention periods 33
Define search and retrieval core requirements 34
Automate the record retention and destruction processes 34
Start the process with current records – add old records over time 35
Train staff 35
Review and update the policy at least annually 35

Appendix 36
Job Descriptions 37
Job Description – Manager – Record Administrator 37
Job Description - Record Management Coordinator 37
Electronic Forms 37
Personnel Records – sections of this form have been pre-completed for areas that are mandated by US federal laws and are consistent across all industries 37
Administrative Records 37
Facility Records 37
Financial Records 37
Sales Records 37
Computer and Information Security Records 37
Computer Operations and Technical Support 37
Data Administration 37
General Systems and Application Development 37
Network and Communication Services 37
User and Office Automation Support 37
Safety Records 37
Document Retention Time Periods 38
Federal Law Record Retention 39
Federal Acquisition Regulation 39
Retention Periods 40
Job Advertisements and Postings 40
Resumes and Applications 41
Employment Action Records 41
Wage and Hour Records 41
Tax Records 41
Retirement and Pension Records 41
Leave Records 41
I-9 Forms 41
Job-Related Illness and Injury Records 42
Federal Legal Citations 43
Pennsylvania Record Retention 48
Guidelines for Retention of Records 48
Massachusetts Record Retention 51

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The doctrine of spoliation....51
When does the duty to preserve evidence arise?....51
How does a party establish that spoliation has occurred?....51
What are the consequences?....52
Application to electronically stored information....52
I-9 Retention....53
Retaining Form I-9....53
Paper Retention of Forms I-9....53
Retention of Forms I-9 Using Microfilm and Microfiche....53
Electronic Forms I-9....53
Retaining Copies of Form I-9 Documentation....53
Retaining Electronic Signature of Forms I-9....54
System Documentation....54
Security....54
Remote Hires....54
Guidelines for Using Third Party Service Providers....54
Inspection....55

Version History....56

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Version History

Version 2.3

- Restructured the policy to meet best practices standard
- Updated all electronic forms
- Updated all job descriptions
- Updated to meet latest compliance mandates

Version 2.2

- Updated all of the electronic forms to meet the latest mandated, ISO, and EU requirements
- Reviewed record retention requirements - made adjustments as necessary
- Updated Job Descriptions

Version 2.1

- Added job description - Record Management Coordinator
- Added legal definitions
- Updated to meet latest compliance requirements

Version 2.0

- Restructured the entire procedure
- Added interviewee checklist for implementation of record management, retention and disposition policy
- Add annual review process of record management, retention and disposition policy
- Updated compliance requirements
- Updated all electronic forms

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Version 1.7

- Updated Employer Record Retention Federal Requirements
- Updated for the Affordable Care Act
- Added Electronic Forms for Record Retention and Disposition Schedule
    - Personnel Records
    - Administrative Records
    - Facility Records
    - Financial Records
    - Sales Records
    - Computer and Information Security Records
    - Computer Operations and Technical Support
    - Data Administration
    - General Systems and Application Development
    - Network and Communication Services
    - User and Office Automation Support
    - Safety Records

Version 1.6

- Updated for latest I-9 record retention requirements
- Updated citations to include Lilly Ledbetter Fair Pay Act

Version 1.5

- Updated Citations for Federal Laws

Version 1.4

- Added Citations for Federal Laws

Version 1.3

- Updated Regulations and Impact Section
- Added citations for Pennsylvania in Appendix
- Added citations for Massachusetts in Appendix

Version 1.2

- Updated Job Description Manager Record Administration
- Added Record Management Best Practices
- Updated Regulations and Impact Section

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Version 1.1

- Expanded Email Retention and Destruction Section
- Added Document Retention and Destruction Table in Appendix

Version 1.0

- Policy Released

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Social Networking Policy

Managing and Controlling Employee Social Networks

Version 2.1

Table of Contents

Social Network Policy **3**
Definitions 3
Overview 3
Policy 4
Overview 4
Statement 5
Rights to content 8
Confidential Information 8
Private versus Public Information 9
Option for More Restrictive License Terms 10
Attribution 10
Guidelines 11
Security Standards 13
BYOD Security 14
Protect Sensitive Data 14
Disaster Recovery and Business Continuity 15
Best Practices in Managing Social Networks and Social Relationship 16
Steps to Prevent Being Scammed by Social Media 17
Appendix **18**
Job Descriptions 19
Job Description – Social Media Specialist 19
Electronic Forms 20
Internet and Electronic Communication Agreement 20
Social Network Policy Compliance Agreement 20
Protection from Phishing and Whaling Attacks 21
Social Networking Best Practices 24
Twitter 24
LinkedIn 25
Blog 26
What's News 29

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What's News

Version 2.1

- Added Internet and Electronic Communication Agreement electronic form
- Updated Social Networking Policy Compliance Agreement electronic form
- Updated Social Media Specialist job description
- Updated policy to meet EU compliance requirement

Version 2.0

- Updated Social Networking Compliance Agreement Form
- Added Social Networking Best Practices
- Updated to include latest security compliance requirements

Version 1.6

- Updated electronic form - Social Networking Compliance Agreement Form - added pdf fillable form
- Added job description for Social Media Specialist

Version 1.5

- Updated to meet the latest compliance requirements
- Added best practices for social networking
- Added tips on how to avoid being scammed in social networks.

Version 1.4

- Added BYOD security standard
- Added section of what to include for Disaster Recovery and Business Continuity
- Updated electronic forms

Version 1.3

- Updated to comply with the Office of the General Counsel of the Division of Operations Management

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Version 1.2

- Updated to include electronic form – Social Networking Policy Compliance Agreement

Version 1.1

- Added section on protection from phishing and whaling attacks

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Telecommuting Policy Template

Version 2.1

Table of Contents

Telecommuting Policy 2

Overview 2
Telecommuting resource misuse can have serious implications for an enterprise 2
Policy 4
Policy Definitions 4
ENTERPRISE Responsibilities 5
ENTERPRISE Policy Requirements 5
Termination of Agreement 5
Terms and Conditions 5
Compensation and Benefits 5
Hours of Work 5
Attendance at Meetings 6
Sick Leave and Time Off 6
Workers' Compensation and Safety Program Liability 6
Equipment and Supplies 6
Record Management Process and BCP 7
BYOD Security 7
Telecommuting costs 8
Work Agreements 8
BYOD, Tablets, PDAs, and SmartPhones 10

Appendix 11
Employer Legal Workplace Responsibilities 12
Position Requirements for Qualification for Telecommuting 13
Determining positions that are appropriate for telecommuting 13
Employee qualities that are appropriate for telecommuting 13
Electronic Forms 14
Enterprise Owned Equipment
Internet and Electronic Communication Agreement
Mobile Device Access and Use Agreement
Mobile Device Security and Compliance Checklist
Safety Checklist - Work at Alternative Location
Security Access Application Mobile
Telecommuting IT Checklist
Telecommuting Work Agreement

What's New 15

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What's New

Version 2.1

- Add two electronic forms
  - Internet and Electronic Communication Agreement
  - Security Access Application Mobile
- Updated all of the electronic forms

Version 2.0

- Updated all electronic forms to meet the latest compliance requirements
- Updated Telecommuting overview with productivity inhibitors
- Updated to meet the latest compliance requirements
- Included references the DRP/BCP processes to meet compliance requirements

Version 1.4

- Telecommuting risks faced by business identified
- Updated to meet compliance requirements
- Updated all electronic forms
- Added Mobile Device Access and Use Agreement Form
- Added Mobile Device Security and Compliance Checklist Form

Version 1.3

- Updated electronic forms
- Added BYOD security
- Added specific references to BYOD

Version 1.2

- Add section on legal responsibilities of the employer in a workplace that apply to telecommuting worksites
- Added electronic forms
  - Telecommuting Work Agreement
  - Enterprise Owned Equipment Inventory
  - Safety Checklist – Telecommuting Worksite

Version 1.1

- Updated policy to include tablet, PDA, and SmartPhone Requirement

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Policy

Travel, Laptop, PDA, Electronic and Off-Site Meetings

Version 3.1

Table of Contents

Travel, Laptop, PDA, and Off-Site Meetings 2
Laptop and PDA Security 2
BYOD Security 2
Service Provider Selection 3
Wi-Fi & VPN 3
Data and Application Security 4
Minimize Attention 4
Public Shared Resources – Wireless and Shared Computers 5
Off-Site Meeting Special Considerations 6
International Travel Best Practices 7
Remote Computing Best Practices 8
Electronic Meetings 10
Best Practices for Electronic Meetings 11
Appendix 12
Electronic Forms 13
Mobile Device Access and Use Agreement
Mobile Device Security and Compliance Checklist
Revision History 14

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Revision History

Version 3.1

- Updated International travel best practices
- Updated electronic forms
- Updated graphics and statistics
- Corrected minor errata

Version 3.0

- Updated to meet the latest mandated compliance, ISO, EU requirements
- Updated Best Practices for Electronic Meeting
- Updated Remote Computing Best Practices
- Added electronic forms

Version 2.7

- Added best practices for international travel

Version 2.6

- Added section for electronic meeting
- Defined 10 best practices for electronic meetings
- Added section for service provider selection

Version 2.5

- Added section on BYOD security

Version 2.4

- Updated best practices
- Validated compliance with mandated security standards
- Corrected errata

Version 2.3

- Added section on wireless communications

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Version 2.2

- Converted to standard CSS Style Sheet
- Updated to meet PCI-DSS requirements
- Added section on best practices for remote computing

Version 2.1

- Laptop and PDA Security Added
- Wi-Fi and VPN Added

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Wearable Device Policy

Version 2.1

Table of Contents

Wearable Device Policy 3
- Overview 3
- Policy 3
  - Wearable Device Policy Requirements 4
  - Policy Definitions 4
  - Access Control 5
  - Security 6
  - Help & Support 7
- Creating a Wear Your Own Device Strategy (WYOD) 7
- Enterprise Mobile Device Infrastructure 8
  - Wearable Device Infrastructure 8
  - Disaster Recovery 8
  - Backups 9
    - Intellectual Property 9
  - Wearable Device Physical Device 9
    - Security 9
    - Supported Problems 9
  - Internal Network Access 9
  - Repair Procedure 10
  - Upgrade Procedure 10
  - Patching Policy 10
- Wearable Devices Security Best Practices 10
  - Security Controls 10
  - Remote Wearable Devices Management 10
  - Access Management Controls 11
  - Wearable Device Applications 11
- Legal Considerations 12
  - Privacy 12
  - Record Retention 13
    - Record Retention Federal and State Requirements 13
    - Implications Sarbanes-Oxley and Gramm-Leach-Bliley 13
    - Security Requirements 14
- WYOD Management Security Options 15
- Appendix 16
  - Top 10 WYOD Best Practices 17
  - Electronic Forms 18
    - Wearable Device Access and Use Agreement 18
- What's New 19

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What's New

Version 2.1

- Added WYOD Management Security Options
- Updated electronic form

Version 2.0

- Updated electronic forms to comply with mandated requirements, ISO, and EU
- Updated WYOD strategy creation process
- Added 10 best practices for WYOD

Version 1.1

- Added a process to create a Wear Your Own Device (WYOD) strategy
- Updated to meet compliance requirements

Version 1.0

- Policy Released

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