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Internet, Email, Social Networking, Mobile Device, and Electronic Communication Policy



JANCO ASSOCIATES, INC.

2025



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Internet, Email, Social Networking, Mobile Device, and Electronic Communication Policy

Internet, Email, Social Networking, Mobile Device, and Electronic Communication Policy

Risks and Costs Associated with Email, Social Networking, Electronic Communication, and Mobile Devices

ENTERPRISE is faced with many risks and costs as it comes to depending more on new technologies. This policy must be followed to minimize security risks and economic loss to ENTERPRISE. As new risks are identified these procedures will be updated. Some of the risks and costs that these procedures address are:

- ✦ The loss of general ENTERPRISE data and files.
- ✦ The disclosure to competitors of key financial data, sales contacts, suppliers, and

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enterprise equipment and systems.

computer base, when

conducted on

Appropriate use of Equipment

ENTERPRISE provides PCs, PDAs, laptops, servers, Smartphones, USB Storage Devices, telephones, video players, televisions, and other equipment as tools for use by employees working on business objectives. This equipment is not to be used for personal use. Inappropriate use of the equipment, including installing non-business-related software could result in appropriate disciplinary action up to and including termination. The systems are not to be used for commercial ventures, religious or political causes, outside organizations, or other personal matters unrelated to your job.

BYOD Security

By adopting strategies that are flexible and scalable and taking advantage of new and upcoming security features, ENTERPRISE will be better equipped to deal with incoming challenges to its security infrastructure posed by the use of employees' own devices.

- ✦ Follow the formal BYOD policies of ENTERPRISE
- ✦ Implement locking of the device after 5 minutes of inactivity
- ✦ Implement a remote wipe of the BYOD if the device is lost or stolen
- ✦ Limit the storage of sensitive and confidential information



Internet, Email, Social Networking, Mobile Device, and Electronic Communication Policy

Overview of electronic communication and data sharing

| Device/Location | Approved | Limitations |
|--------------------------|--|---|
| Enterprise Device | Use the enterprise device to conduct enterprise business. This allows for the device to be backed up, comply with the records management retention and destruction policy, and be included in all DRP and BCP processes. This also meets all security and mandated government and industry requirements. | Do not use it for any personal or non-business-related purpose. All data that resides on enterprise devices is (and becomes) the property of the enterprise. All information is confidential and sensitive and should not be distributed outside of the enterprise without the expressed authorization of the enterprise. |
| Enterprise approved BYOD | <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>This is a sample of the final product and these pages are for your review and are protected by Janco's copyright.</p> <p>https://e-janco.com</p> </div> <p>BYOD meets all security and mandated government and industry requirements.</p> | the BYOD device sized and . No games or applications that device and the on it at risk. |
| Enterprise e-mail | Use the enterprise email account to conduct enterprise business. This allows for the device to be backed up, comply with the records management retention and destruction policy, and be included in all DRP and BCP processes. This also meets all security and mandated government and industry requirements. | Do not conduct any personal business on the enterprise email account. Never open an unknown attachment or reply to anyone unknown to you. |
| Enterprise Cloud Storage | Use enterprise cloud storage to access enterprise information | Do not store personal information on enterprise cloud storage. |
| Personal Cloud Storage | For personal use only | Never store enterprise information on personal cloud storage |



Internet, Email, Social Networking, Mobile Device, and Electronic Communication Policy

Regulations and Industry Impact

| <i>Regulation</i> | <i>Industry Impacted</i> | <i>Retention Implications</i> | <i>Penalties</i> |
|-----------------------|---|---|--|
| Sarbanes-Oxley | All publicly-traded companies | Audit records must be maintained for 7 years AFTER the audit | Fines up to \$5,000,000 & imprisonment up to 20 years |
| | Anyone doing business with people in the EU | All personal data including first name, last name, email address, | A total of 2% of the company's annual global turnover, or roughly USD 12 million (whichever is higher) A total of 4% of the company's annual global turnover, or roughly USD 24 million (whichever is higher) |
| Section 17a-4 | Financial Services | Records, including records, must be maintained for the end of the account plus 6 years | Case by case |
| HIPAA | Healthcare | Hospital records must be kept for 5 years, medical records for the life of the patient plus 2 years | Fines up to \$250,000 & imprisonment up to 10 years |

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Regulations and Industry Impact Table

Keys to Email Archiving Compliance

In the e-discovery and compliance areas, establishing an audit trail is critical, allowing the company to demonstrate unequivocally that e-mails and other evidence have not been tampered with. Since many e-mails contain critical corporate or customer data that should not be accessible to just anyone, the capability may be useful from the standpoint of ensuring that critical data is not accessed by unauthorized users.



Appendix

Job Descriptions

Note the latest versions of the individual electronic forms are located in the sub-directory titled job descriptions.

The job descriptions included are:

Manager User Support

Manager WFH Support

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Forms

Note the latest versions of the individual electronic forms are located in the sub-directory titled forms.

The forms included are:

[Internet & Electronic Communication - Employee Acknowledgment](#)

[Internet Access Request](#)

[Email Employee Acknowledgment](#)

[Internet Use Approval](#)

[Security Access Application](#)

[Social Networking Policy Compliance Agreement](#)

[Telecommuting IT Check List Form](#)

[Telecommuting Work Agreement](#)

[Text Messaging Sensitive Information Agreement](#)

[Work From Home Contact Information](#)

[Work From Home IT Checklist](#)

[Work From Home Work Agreement](#)

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What's News

2025

- ✦ Updated all included forms to the current version
- ✦ Updated all included job descriptions to the current version
- ✦ Updated to meet the latest EU and US-mandated requirements

2024

- ✦ Updated all included forms to the current version
- ✦ Updated all included job descriptions to the current version
- ✦ Updated to meet all mandated requirements

2023

- ✦ Updated all included forms to the 2023 version
- ✦ Updated all included job descriptions to the 2023 version
- ✦ Updated to meet all mandated requirements
- ✦ Add a section for standard email reply responses

2022

- ✦ Updated all included forms to the 2022 version
- ✦ Updated all included job descriptions to the 2022 version
- ✦ Updated to meet all mandated requirements
- ✦ Correct minor errata