

# OT Group Limited

Part of Paragon Group

## INFORMATION SECURITY MANAGEMENT PROCEDURE

### ISO 15 – Cryptography Procedure

#### 1. Purpose:

To define how and when encryption will be used in the organisation, as well as what encryption standards are acceptable to the organisation. This will help to ensure that the organisation's commercially sensitive, confidential data or that protected by legislation remains confidential and protected from unauthorised disclosure.

#### 2. Scope:

This Procedure applies to each of the organisation's workforce members who have contact or potentially may have contact with the organisation's data. This includes, but is not limited to employees, contractors, vendors, service providers, volunteers, or any others who have or may come into contact with the organisation's data, whether in a paid or unpaid capacity.

#### 3. Authority & Responsibility:

The Group IT Director is responsible for providing appropriate solutions (hardware and software) for the protection of the Group's data as defined in the 'Purpose'.

#### 4. Encryption Procedure

The business has deployed McAfee CEB for all Company owned endpoints. This deployment is controlled by a central EPO server and requires no intervention or acceptance of updates or policy changes from the end user. These are deployed automatically to maintain latest updates and policy changes deemed appropriate by the Group IT Director and approved by the Co Sec.

Central IT Infrastructure control all encryption policies based on user, user group for specific files, folders or removable media without user interaction. These are controlled within McAfee EPO.

Encryption is delivered at enterprise level and is FIPS 140-2 AMD Common Criteria EAL2+ certified. Where full disk encryption is deployed the system requires two factor authentication prior to boot.

The policy is limited to...

- Desktop and laptop computers
- Portable storage devices e.g. USB memory sticks, external drives
- Removable media e.g. floppy disks, DVDs/CDs

<b>Title: ISO 15 Cryptography Procedure</b>	<b>Process Owner: David Harvell</b>	<b>Issue: 1</b>	<b>Issue Date: July 2020</b>
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