



# Security Policy

## Information Security Policy

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# 1. Organizational security

## 1.1 Introduction

## 1.2 Roles and responsibilities

- 1.2.1 Information Security Officer
- 1.2.2 IT managers
- 1.2.3 Business representatives
- 1.2.4 Root domain access administrators
- 1.2.5 Employees
- 1.2.6 Board of Directors
- 1.2.7 Support functions

## 1.3 External entities

- 1.3.1 Clients
- 1.3.2 Suppliers and contractors

## 1.4 Security management process

- 1.4.1 Security Policy versioning
- 1.4.2 Security Policy publication
- 1.4.3 Security Policy enforcement
- 1.4.4 Delegation
- 1.4.5 Steering committee
- 1.4.6 Audit and control
- 1.4.7 Awareness improvement
- 1.4.8 Incidents management
- 1.4.9 Processes specific to external entities

## 2. Physical security of offices

### 2.1 Definition

### 2.2 Inventory of offices

### 2.3 Assessment of environmental risks

### 2.4 Workspace organization

### 2.5 Security of premises

#### 2.5.1 Intrusion protection

#### 2.5.2 CCTV

#### 2.5.3 BMS

#### 2.5.4 Fire safety systems

### 2.6 Security of office machine rooms

#### 2.6.1 Physical access control

#### 2.6.2 Energy

#### 2.6.3 Cooling

#### 2.6.4 Fire safety

### 2.7 Access control to the offices

#### 2.7.1 Process and rules

#### 2.7.2 Office closure

### 2.8 Accountability and auditability

## 3. Information security in the office workspace

### 3.1 Logical access control

- 3.1.1 User authentication service
- 3.1.2 Administrator authentication service
- 3.1.3 Workstation registration
- 3.1.4 User account management
- 3.1.5 User right management
- 3.1.6 Least privilege principle enforcement
- 3.1.7 Security strategy
- 3.1.8 Share directories and media servers

### 3.2 Network security

- 3.2.1 Zone isolation
- 3.2.2 Network device firmware update
- 3.2.3 Network device configuration management
- 3.2.4 Security against rogue stations
- 3.2.5 Internet flow control
- 3.2.6 Wifi

### 3.3 Workstation security

- 3.3.1 Inventory management
- 3.3.2 System security
- 3.3.3 Security patches and update management
- 3.3.4 Antivirus
- 3.3.5 Response to a suspected compromise
- 3.3.6 Security of network printers and peripherals
- 3.3.7 Security of message system and mail

### 3.4 Additional measures for mobile device (laptop, tablet, smartphone)

### 3.5 Accountability and auditability

### 3.6 Backup and restore

## 4. Security of computing resources

### 4.1 In-house server rooms

- 4.1.1 Responsibility
- 4.1.2 Location
- 4.1.3 Insurance policy
- 4.1.4 Access control
- 4.1.5 Energy
- 4.1.6 Cooling
- 4.1.7 Fire safety
- 4.1.8 Flood protection
- 4.1.9 HA, continuity and Disaster Recovery
- 4.1.10 Monitoring and logging

### 4.2 Security of outsourced datacenters

- 4.2.1 Service perimeter
- 4.2.2 Security policy, standard and certification
- 4.2.3 Legal, contractual and SLA
- 4.2.4 Control of external workforce, contractors and sub-contractors
- 4.2.5 Physical security, access control, intrusion protection
- 4.2.6 Environment, energy, cooling
- 4.2.7 Environmental risks protection
- 4.2.8 TelCo access
- 4.2.9 Hardware inventory management
- 4.2.10 Availability, SLA, Incidents management
- 4.2.11 Business continuity, crisis management
- 4.2.12 KPI
- 4.2.13 Auditability

### 4.3 Security of Infrastructure As A Service (IAAS)

### 4.4 Security of Software and Platform As a Service (SAAS and PAAS)

## 5. Servers and computing security

### 5.1 Security by design

- 5.1.1 Initial project
- 5.1.2 Evolutions

### 5.2 Update management

- 5.2.1 Assessing vulnerabilities

#### **5.2.1.1 For key technical frameworks**

#### **5.2.1.2 For key assets**

- 5.2.2 Vulnerability mitigation, update process
- 5.2.3 Zero-days management

### 5.3 Configuration management

- 5.3.1 Configuration building and testing
- 5.3.2 Configuration deployment
- 5.3.3 Configuration versioning

### 5.4 Isolation

- 5.4.1 Network isolation
- 5.4.2 Software defined (virtual environment) isolation

### 5.5 Authentication management

- 5.5.1 Inventory of authentication materials
- 5.5.2 Authentication materials (credentials, PKI, PGP keys...)
- 5.5.3 Protection of authentication materials
- 5.5.4 Production of authentication materials
- 5.5.5 Revocation
- 5.5.6 Logging of authentication activity
- 5.5.7 Auditability

### 5.6 Data protection policy

- 5.6.1 Data lifecycle management
- 5.6.2 Data event log management
- 5.6.3 Protection and ciphering
- 5.6.4 Backup management
- 5.6.5 Archives management

5.7 Internet access security management

5.8 Logs collection and analysis

## 6. Incident response

6.1.1 Intrusions detection

6.1.2 Limited threat response

6.1.3 Widespread and APT threat response

## 7. Disaster Recovery Plan (DRP)

## 8. Audit management

8.1.1 Internal audit

8.1.2 Third party audit

8.1.3 Compliance audit

## 9. Glossary