POLICY			
Policy Name	ISO Mobile Device Security Policy		
Policy Number	ISO-P014	**Version Number**	5.0
Supersedes Policy	N/A	**Effective Date**	9/4/2019
Last Reviewed Date	3/15/2023	**Last Revised Date**	4/28/2020
Policy Owner		**Approved By**	
Name	David Christensen	**Name**	Srinivasan Venkatramani
Title	CISO	**Title**	CTPO
Date Approved	3/15/2023	**Date Approved**	3/15/2023

Objective

This policy is in place to ensure the protection of the confidentiality, integrity, and availability of customer and PlanSource data.

Responsibilities

PlanSource Personnel – PlanSource Personnel are responsible for protecting the information and devices under their control, understanding and complying with PlanSource's Information Security policies, and reporting any suspicious system activity to management and Information Security.

Information Security – The Information Security team ("InfoSec") manages the development, maintenance and enforcement of information security policies and standards, in accordance with generally accepted best practices, focusing on business and risk objectives.

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Definitions

Information Assets – These are assets that consist primarily of databases and data files, contracts and agreements, system documentation, research information, user manuals, training material, operational and support procedures, business continuity plans, fallback arrangements, audit trails, and archived data.

Information assets also include the physical assets, services, resources, software and intangibles that support the proliferation of information within the PlanSource global enterprise.

- Software Assets: application software, system software, development tools, and utilities;
- Physical Assets: facilities, computer equipment, communications equipment, removable media, and other

equipment;

- Services: computing, communications services and general utilities;
- Personnel: personal qualifications, skills and experience;
- Intangibles: the reputation and image of PlanSource.

Information Systems – This is any computer system or application that processes, maintains or stores information used by PlanSource to manage their global enterprise.

Mobile Device – Any hand-held computing or communication device such as a smart phone, wearable computing device, and tablet or notebook that runs a mobile Operating System, including but not limited to iOS™ or Android™, and is capable of accessing a computer network without being physically tethered to the environment. All laptops, and tablets or notebooks that run the Windows™ operating system are not considered a Mobile Device for the purposes of this policy and are specifically excluded from the scope of this definition.

Restricted Information – Restricted information refers to privileged or proprietary information that only authorized people are allowed to access, as articulated in the Data Classification Policy. Information designated as "restricted" is deemed to have a profound impact on the business if lost or misused, the result of which may cause severe damage to PlanSource's global enterprise. Restricted information includes Personally Identifiable Information (PII), Protected Health Information (PHI) and customer sourced information.

Related Document(s)

- Information Security Policy

Applicable Standards/Regulations/Citations/References

- ISO 27001:2013

Revision History

Date	Version Number	Updated By	Description of Update
9/4/19	1.0	TJ Hart	Initial Policy
9/19/19	2.0	TJ Hart	Updated Formatting
2/12/20	3.0	TJ Hart	Annual Policy Update Cadence Removed Governance Reference Added Security Policy reference
4/28/20	4.0	TJ Hart	New Policy format Policy Number Change 16 to 14
3/15/21	5.0	TJ Hart	Annual Review and Approval Added India as a network access location
3/15/22	5.0	David Christensen	Annual Review and Approval
3/15/23	5.1	David Gilbert	Added MDM Language
3/15/23	5.1	David Christensen	Annual Review and Approval