POLICY			
Policy Name	ISO Systems Development Lifecycle (SDLC) Security Policy		
Policy Number	ISO-P020	**Version Number**	4.0
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

The International Organization of Standards (ISO) precept "ISO27001:2013" *Information Security Management System* is the source for this policy.

This policy applies to all Plansource information assets, regardless of form or format, used in support of the business and information systems, including systems managed or hosted by third parties on behalf of Plansource. The material contained herein applies to employees, partners, consultants, agents, vendors, distributors and contractors who use or are granted access to Plansource facilities or information systems. Collectively these human resources shall be referred to as "Plansource Personnel".

This policy serves as the basis for specific procedures to be adopted by each business and functional manager within the Plansource global enterprise.

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.

Research and Development (R&D) – Each R&D team is responsible for implementing all aspects of this policy as part of every system development and/or maintenance project.

Tale of Contents (if applicable)

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.

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 22 to 20
3/15/21	4.0	TJ Hart	Annual Review and Approval
3/15/22	4.0	David Christensen	Annual Review and Approval
3/15/23	4.0	David Christensen	Annual Review and Approval