

INFORMATION SECURITY POLICY

WORKING IN A FOREIGN COUNTRY

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Author:	Chris Stone
Owner:	Ruskwig
Organisation:	TruePersona Ltd
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Approvals

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Distribution

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1. Purpose

- 1.1 This policy considers the use of the organisation's equipment in a foreign country and access to the organisation's information whilst in a foreign country.

2. Scope

- 2.1 This policy applies to all staff and employees of the organisation.
- 2.2 All users have a role to play and a contribution to make to the safe and secure use of technology and the information that it holds.

3. Risks

- 3.1 There is a significantly greater risk in terms of the theft of equipment and the interception of data when users are in a foreign country. Accessing the organisation's information from within a foreign country is also an issue with the increased risk of interception of the data during its transmission.
- 3.2 The risk of theft and the interception of data must be kept to a minimum.

4. Policy

- 4.1 Users must comply with the following guidelines when they are in a foreign country.
- 4.2 The organisation's IT equipment including laptops, tablets and mobile phones may not be taken to a foreign country.
- 4.3 Users are not permitted to access the organisation's data from a foreign country.

5. Enforcement

- 5.1 If any user is found to have breached this security policy, they may be subject to disciplinary action.
- 5.2 Any violation of the policy by a temporary worker, contractor or supplier may result in the termination of their contract or assignment.