

Information Security Policy

DOCUMENT HISTORY

Version	Date	Author	Position	Description
1	01.05.2025	Craig John Dinwoodie	MLRO	Document final version

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1 Introduction

1.1 Information security

Information security deals with the protection of all kinds of information. It doesn't matter if the information is stored in a database, written on a post-it note or passed on in a telephone conversation. We are trying to protect three aspects of the information:

It is the intention of RYKER B.V. to implement this document on being granted a Remote Gaming Licence by the Curaçao Gaming Authority

Aspect	Goal	Threat
Confidentiality	Information should only be available to authorised persons.	Disclosure
Integrity	Information should be correct, unauthorised persons should not be able to alter the information.	Alteration
Availability	Information should always be available to authorised persons.	Destruction

1.2 The Security Model

The purpose of the security policy is to protect valuable company assets. These assets take various forms, some are tangible, and some are intangible, some are owned by RYKER B.V. and some are owned by a partner or a third party. The thing they all have in common is that they affect how we do business.

Throughout the security policy the term asset shall be used to indicate any kind of asset needing protection. When a security control only applies to a particular kind of assets the policy will clearly use a more descriptive term. Some examples of assets are:

- Computers, workstations, servers, laptops, PDAs, mobile phones
- Network services, the office LAN, WAN links, the Internet
- Company premises, fire alarms, air conditioners, coffee machines
- Company reputation, employee satisfaction, knowledge, experience

All assets have a designated *owner*. The owner is the person at RYKER B.V. who is responsible for the asset, he makes sure that the asset is working properly and that it is sufficiently protected. The owner is usually the manager at the department where the asset was created or where the asset is primarily being used. The owner has full authority over the asset and decides who should have access to it.

The daily activities of maintaining the asset is often delegated by the asset owner to a *custodian*. The custodian is only allowed to act according to the instructions from the owner. It is the responsibility

of the custodian to implement the security controls specified by the security policy and the asset owner.

Everyone using an asset is called a *user* in the security policy. All employees and contractors are asset users.

The security policy sets a common standard detailing how we shall protect the assets. The asset owners can set more stringent security controls on their own assets but, apart from some exceptions detailed in the policy, they cannot set lower security controls than what is specified in the security policy.

The controls included in the security policy have been selected from three different sources:

- Legal and contractual obligations, making sure we comply with applicable law and legal agreements.
- Risk analysis, identifying the major risks to RYKER B.V.
- Business security baseline, specifying a suitable minimum standard of security.

1.3 Format

The information security policy is divided into a set of rules. Each rule is clearly marked by using the following format:

Rule X.Y-Z: This is a sample policy rule.

The label Z is a numerical number providing a reference to the particular rule. When the information security policy is updated the labels will remain constant, labels are never reused. Small changes to a particular rule will not require a label change.

The label X.Y is a reference to the particular section where the rule can be found. This label might change if the rule is moved to another section or if the policy is reorganized. Therefore, the X.V label might change in the future.

The text surrounding the rules have the same normative status as the rules themselves. The text of the actual rule shall be considered a summary of the complete rule.

1.4 Definitions

The following terms are used in the policy:

Business need	Something that is needed in order to perform business.
Critical system	A system that is specified as critical in the asset inventory.
Criticality	An asset's need for availability.

Employee	Throughout the security policy the term "employee" shall include contractors, i.e the term will be used to designate any person who is working for RYKER B.V., unless explicitly stated otherwise.
He	For brevity, the term "he" will be used to designate an individual regardless of gender.
Public services	The Internet services that are provided by RYKER B.V. for public use.
Security	In the context of the security policy the term "security" always means "information security", i.e. the protection of confidentiality, integrity and availability.
Sensitive	An asset classified as restricted or confidential.
Sensitivity	An assets need for confidentiality.
Shall/should	The word "shall" indicates a mandatory control or action. The word "should" indicates a strong recommendation

2 Information Security Policy

2.1 Security Framework

The security framework consists of the following:

Security statement	The security statement is a general statement from OnyxioN board that states the needs and goals for information security.
Security policy	The security policy makes up the major part of the information security rule set. Complying with the security policy is mandatory.
External policies and procedures	The security policy sometimes refers to external policies or procedures, these shall be considered a part of the security policy.
Security guidelines	The security guidelines offer an interpretation of the security policy and gives advice on the best security practices. The security guidelines are maintained by the security group.
The security group	The security group is a select group of people at RYKER B.V. that has been assigned the task of handling all practical security work. The group serves as a central focal point for all security issues. All questions regarding security should be directed to the security group.

Asset inventory	The asset inventory holds Information about all assets. The inventory is maintained by the security group but the individual asset owners are responsible for the information about their respective assets.
Incident management procedure	The incident management procedure is used by the security group to handle all security related incidents.
Risk management procedure	The risk management procedure is used as a tool for identifying the need for information security. It is used by the asset owners.
Business continuity plan	The business continuity plan is a document describing how to maintain business activity after major failures or disasters.

The security framework shall be reviewed every 6 months, initiated by the security group. The review shall start with the risk analysis and the result from the analysis shall be used when reviewing the security policy, business impact analysis and business continuity plan.

Rule 2.1-1: Information about all assets shall be entered into the asset inventory and be maintained by the asset owners. All changes to the asset inventory shall be logged.

The asset inventory shall include the following:

- Name, type and location of the asset.
- Identity of the owner and custodians.
- Security classification.
- Criticality value.
- Scheduled activities.
- Information about risk analysis and review.
- Other information as identified by the security policy.

To simplify handling and reducing the number of items in the inventory, several assets can be grouped together and entered as a group into the Inventory.

Only the identity of the asset, the asset owner and custodians shall be accessible by RYKER B.V. employees, all other information shall be accessible only by the asset owner, custodians and the security group.

Rule 2.1-2: Asset owners shall have security authority and responsibility for their respective assets.

The responsibility only applies to information security. All other responsibilities, such as responsibilities originating from local legislation, is assigned by other methods.

Rule 2.1-3: Asset owners shall mark critical assets in the inventory.

An asset shall be considered critical if a temporary asset unavailability will affect vital business operations.

Rule 2.1-4: Risk analysis shall be performed on all assets every 6 months by the asset owners.

The risk analysis is initiated by the security group.

Rule 2.1-5: Business Impact analysis shall be performed every 6 months and a business continuity plan shall be developed, maintained and tested.

The business impact analysis will identify serious threats against the business operations. The business continuity plan shall document reactive actions showing how to maintain business activity in case of a serious disaster. The plan shall be tested as detailed as possible to make sure it is applicable in a real• life disaster situation.

Rule 2.1-6: Contact shall be maintained with external security specialists.

This is to ensure that security competence is available in an emergency.

Rule 2.1-7: User access rights shall be reviewed every 6 months by the asset owners.

All asset owners shall do a review of the access rights to their assets.

Rule 2.1-8: Users shall be educated about the security policy every 6 months.

It is sufficient to keep a short refresher course and inform the users of changes to the security policy.

Rule 2.1-9: All procedures identified in the security policy shall be documented and maintained by their owners.

2.2 General Security

Rule 2.2-10: All users shall comply with the security policy and the documented external policies and procedures identified in the security policy. Exceptions can be made by the security group or when handling an emergency. All exceptions shall be approved in writing before considered valid.

Complying with the security policy and the documented procedures are mandatory for all employees at all times. There are only two exceptions to this rule:

After approval	Exceptions may be granted after approval by the owners of the affected assets and the security group. Applying for such exceptions shall be in writing and specify • the reason for wanting an exception, • the involved assets, • an assessment of the business need, • an assessment of the involved risks, • a time limit on the exception, • a statement where the asset owner accepts all risks involved, and • the signature of the asset owner. Any granted exception will be valid for a maximum time period of 3 months after which it will be reviewed. If the exception is still valid at the time of a security policy review, the exception shall be considered for inclusion in the ordinary security policy.
Incident response actions	Exceptions to the security policy are temporarily granted if needed to react to a security incident, or to prevent an immediate serious security threat from being realized. No prior approval is needed in these cases. However, the security group and the owners of the affected assets must be notified immediately.

Rule 2.2-11: Any employee violating the security policies and procedures shall be subject to disciplinary measures which might include termination of employment and criminal prosecution. Disciplinary measures shall be documented in the disciplinary procedure.

Rule 2.2-12: All managers are responsible for making sure that their employees are properly informed about the security policy.

Rule 2.2-13: All security incidents, weaknesses and security related software malfunctions shall promptly be reported to the security group. The security group shall monitor and evaluate all such events.

Rule 2.2-14: The security group shall supervise and audit company operations and document any deviations from the security policy. Security related Issues shall be regularly reported to OnyxioN management.

2.3 Information classification

Rule 2.3-15: All information shall be classified by its owner. All information shall be labelled to indicate its classification.

Some types of information is more sensitive than others. To make sure that we know how to handle all kinds of information we need to classify it. The class of the information determines how we shall handle it. There are four classes of information:

Public	Public information is the kind of information that has been made public through authorized channels. It does not need any special kind of protection. Examples: • Press releases. • Public information on the web pages. A breach of this information entails insignificant impact/damage.
Private	Internal information is information that is supposed to be known by all employees. It should be protected from outsiders, but need no special protection inside RYKER B.V. Examples: • Information on the intranet server. • The internal phone-book. • Policies and guidelines. A breach of this information entails low impact/damage.
Sensitive	Restricted information is the type of information we mostly work with and produce. This information is usually known by the employees within a single department or project, but it should be protected from other parts of RYKER B.V. Most information in RYKER B.V. will most likely be classified as restricted. Examples: • Source code. • System documentation. • Marketing plans. A breach of this information entails medium impact/damage.

Highly sensitive	This is the most sensitive kind of information. Disclosure of this information can cause severe damage, even if the disclosure is only internal within RYKER B.V. Examples: • Financial information. • Passwords. • Sensitive source code.
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All information shall be labelled. Labelling is needed to indicate the classification level so that others know how to handle the information. Labelling shall be done in the following ways:

Media	Labelling
Documents	Classification is put in the header of all pages and clearly visible on the front page.
Text files	Classification is put in a comment line somewhere in the first few text lines.
Magnetic media	Classification is put on adhesive label.
Information on computer displays	This only applies to information generated on computer displays by applications developed at RYKER B.V. A default classification is specified for the software. Classification is put on all information more sensitive than the default classification.

Other information media shall be labelled in similar ways.

Rule 2.3-16: The security classification can only be changed by the asset owner or custodian.

If there is a certain event or date that will trigger a reclassification, information about that event or date should be noted in the classification of the asset.

Rule 2.3-17: Assets containing information of more than one class shall be classified to the most sensitive classification of the contained information.

Rule 2.3-18: When information is disclosed to a third party the information shall, where applicable, be marked as proprietary, specify RYKER B.V. as its owner and include a legal statement.

2.4 Information Protection

Rule 2.4-19: Access to assets shall require a legitimate business need and only be granted after approval from the asset owner.

When a user is given access to a particular asset the user is only allowed to use the asset for the intended purpose. The access can be restricted in different ways, e.g. an access for reading does not mean that the user may make copies of the information or alter it in anyway. When in doubt the asset owner shall always be contacted.

Rule 2.4-20: All users shall use assets only for the intended purpose and protect the assets according to the security policy and the Instructions from the asset owner,

Information shall only be handled in accordance with the following table.

Type of Information	Private	Sensitive	Highly sensitive
Information on paper in company office		Keep in locked compartment, must not be left on desk after regular working hours.	Keep in locked compartment, must desk when workplace is left unattended.
Information on paper in transit		Do not leave it unattended at any time.	Do not leave it unattended at any time. Generally not allowed, allowed only in extreme circumstances.
Information on whiteboards		Must not be visible to unauthorized persons. Information must be properly erased after whiteboard use.	Not allowed.
Information on office workstations		Screensaver with password required.	Screensaver with password required. Must be encrypted.
Information on mobile computers	Screensaver with password required.	Screensaver with password required. Must be encrypted.	Screensaver with password required. Must be encrypted.

Type of Information	Private	Sensitive	Highly sensitive
Information on removable media		Must be encrypted.	Must be encrypted.
Information passed on during phone calls		Other party of phone call must be identified.	Other party of phone call must be identified. Do not use unencrypted GSM calls. Do not use GSM phones at airports.
Printing information		Care must be taken to make sure the information is sent to the correct printer. Printouts must be must be retrieved immediately.	Care must be taken to make sure the information is sent to the correct printer. The printer must be actively monitored or guarded until the printout is retrieved.
Information sent as fax		Generally not allowed. Care must be taken to make sure the information is sent to the correct the correct destination.	Generally not allowed. Care must be taken to make sure the information is sent to destination. Reception must be verified by manual check with recipient.
Information passed through wireless computer networks		Must be encrypted.	Must be encrypted.
Information passed through internal computer		Must be encrypted.	Must be encrypted.

Type of Information	Private	Sensitive	Highly sensitive
networks or internal email			
Information passed through external computer networks or external email		Must be encrypted.	Must be encrypted.
Information data media in transit		Must be encrypted.	Must be encrypted.

Where the policy is requiring a screensaver with password, that screensaver must be configured to be automatically invoked after the computer has been idle for a maximum of 5 minutes.

Phone books, address books and calendars stored on mobile phones or PDAs are excluded from the encryption requirement.

When working in public areas such as on trains or airports, care shall be taken to protect the used equipment and keep sensitive information out of the line of sight of other people. Conversations with fellow employees shall be done in a way that sensitive information cannot be overheard.

Confidential information shall not be passed over GSM phones that don't use encryption. GSM calls can be unencrypted if the local GSM operator doesn't support encryption. Most GSM phones will indicate this fact with a warning icon in the display.

Rule 2.4-21: Business Information shall be stored on media that is being backed up regularly.

Rule 2.4-22: Legal documents that are not valid anymore shall be archived.

Legal documents, include those that are not valid any more, shall never be disposed of.

Rule 2.4-23: When Information is not needed any more It shall be erased safely. Data storage media shall be safely erased before equipment is disposed of or reused.

When information is not needed any more It shall be disposed of in a secure manner. Information on paper that is restricted or confidential shall be shredded or destroyed in a similar way. All information on data storage media, regardless of its classification, shall be given to the security group for safe destruction. As per the guidelines the equipment shall not have any player

information and any information will be backed up prior to any equipment being destroyed. Methods used to destroy equipment are degaussing, disintegrating and puncturing.

Rule 2.4-24: A client computer that has an active data connection to a remote service shall, in addition to the classification of the client computer, also be protected according to the classification of the remote service.

Rule 2.4-25: Disclosure of Information shall only be done after approval by the information owner. Information regarding the financial status of RYKER B.V. shall only be done in accordance with the Information disclosure policy.

2.5 [Personnel Security](#)

Rule 2.5-26: All job definitions shall specify the security roles and responsibilities.

Rule 2.5-27: All employees shall be screened during job application. The screening shall include check-up of references, CVs and qualifications. The identity of the employee shall be verified.

Rule 2.5-28: All employees shall sign a confidentiality and non-disclosure agreement.

Rule 2.5-29: There shall be a standardized procedure with activities to be performed when an employee is beginning or ending the employment.

The procedures shall be used immediately when an employee is beginning or ending the employment.

2.6 [Physical and Environmental Security](#)

Rule 2.6-30: The physical security perimeter shall be protected and use physical entry controls.

Company premises shall be protected from unauthorized entry by using swipe cards or other similar means that offer sufficient protection and accountability. Similar entry controls shall be used between different secured areas within RYKER B.V. premises, once RYKER B.V. will move into new premises. Until RYKER B.V. will move into new premises, a lock and key principle shall be adopted, with keys restricted only to the CEO and COO.

Rule 2.6-31: Facilities with special security requirements shall have increased protection. Special rules shall apply when working in such areas, once RYKER B.V. moves to new premises.

Rule 2.6-32: Physical access shall be restricted to those who have a legitimate business need.

Rule 2.6-33: Technical equipment shall be physically protected from environmental risks and unauthorized access.

2.7 Communication and Operations Management

Rule 2.7-34: All changes to and deployment of important server application or operating system software shall follow a standardized procedure. The procedure shall include rules for system acceptance criteria.

The deployment procedure is a separate document that applies to the deployment of all kinds of server software in systems that are classified as important or critical.

Rule 2.7-35: Standardized configuration templates shall be used when configuring critical server systems. Such templates shall be produced for all critical server systems and be reviewed every 6 months.

To prevent configuration errors all relevant server systems shall be analysed and standardized configuration templates be produced. These templates are specific for a certain server type and version and shall specify the details of the configuration of that particular server type. Whenever a critical server system is to be configured the standardized template shall be used.

AU templates shall be reviewed every 6 months to make sure they are still valid.

Rule 2.7-36: Critical server systems shall have their configuration validated against the configuration templates. Such verifications shall be done at the time of deployment, one month after deployment and then once every third month.

To make sure the critical servers are configured correctly the server configuration shall be validated against the configuration templates at regular intervals. The validations shall be done immediately at the time of deployment and then later after one month to make sure that nothing has changed during the initial server tuning and debugging. After the first two checks the validations shall be done every third month.

Rule 2.7-37: Servers shall have their computer clocks synchronized.

All servers shall synchronize their clocks to an accurate time source, making the clocks synchronized with an error of maximum one second. This will make it possible to trace events, compare events on different servers and use as forensic evidence in the case of criminal prosecution.

Rule 2.7-38: Development, testing and operational systems shall be separated.

Rule 2.7-39: Critical assets shall be maintained in accordance with the instructions provided by the manufacturer of the hardware and software involved.

Rule 2.7-40: Segregation of duties shall be implemented whenever possible on sensitive systems.

Sensitive systems need to be protected from unauthorized access. This can be achieved by implementing systems where sensitive tasks have to be done on several separate systems or by several different people. On sensitive systems we shall try to implement this kind of segregation of duties whenever possible.

Rule 2.7-41: When outsourcing a risk analysis shall be done and security controls be included in the outsourcing contract. The service provider shall inform RYKER B.V. of all security related incidents.

The outsourcing contract shall include the following:

- A list of security controls.
- Specification of accepted levels of service and availability.
- Rules for compensation if accepted levels are not reached.

If possible, RYKER B.V. shall have the right to inspect the facilities of the service provider.

Rule 2.7-42: Applicable security patches shall be installed promptly. System vulnerabilities shall be continuously monitored.

Patches shall only be installed after their effect on the system has been evaluated. Rule 2. 7-43: Resource usage of servers shall be continuously monitored and logged.

Rule 2.7-44: logging of user commands shall be used on critical systems.

Rule 2.7-45: All computers shall be protected against malicious software. All users shall be educated about malicious software.

Malicious software includes viruses, worms and Trojans. All computers where malicious software is considered a threat shall be sufficiently protected by using protective software or network filtering.

To prevent attacks from Trojan code or similar, all users shall be educated about these problems.

Rule 2.7-46: Operators shall keep a manual log of operational system changes.

The log shall be manual and include high level events such as changes to configuration or hardware.

Rule 2.7-47: Backups of important information shall be done according to a backup and archiving policy. Backup media shall be protected from environmental risks and unauthorized access.

Rule 2.7-48: System logs shall be saved and archived according to the backup and archiving policy.

All important system logs shall be saved, archived and eventually deleted. The system owner shall specify what information shall be saved in logs and how long those log files shall be saved on archiving media.

2.8 [Access Control](#)

Rule 2.8-49: All users shall be registered at the start of employment. The user shall be assigned a unique identifier which shall be used for access control on all assets.

Rule 2.8-50: Use of functional logins shall be permitted only after the user has authenticated with a personal login identifier.

A functional login is a login identifier that is not directly connected to a particular user. To facilitate auditing and traceability, controls shall be implemented that requires a user to first login using a personal login identifier before switching to a functional login.

Rule 2.8-51: Access shall be controlled by the owner of the accessed asset. The owner shall approve all user registrations and access changes.

The owner always has full control over access restrictions for his assets. The practical work of configuring the asset is usually done by the custodian. It is very important that the owner gives the custodian clear instructions on the access policy.

Rule 2.8-52: Asset owners shall document a privilege assignment policy which shall be stored in the asset inventory. The privilege assignment policy shall define a number of user types and document the privilege and access requirements of each type.

All asset owners shall identify the types of users that need access to the asset. How the types are defined depends on the asset, a computer system might define "users" and "administrators", while the asset owner of a company building might distinguish between users from different departments.

When the different user types are identified the asset owner needs to specify what kind of access rights shall apply to each different user type. The list of user types and their access rights shall be documented in the privilege assignment policy and be stored in the asset inventory.

Rule 2.8-53: Asset access and privileges shall be reviewed every 6 months by the asset owner.

Rule 2.8-54: Asset authorizations shall be as restrictive as possible.

Rule 2.8-55: Login passwords and other credentials shall follow the rules outlined in the information security policy. Technical measures that enforce correct password selection shall be Implemented where available.

Passwords shall conform to the following rules:

- Shall be at least 8 characters long.
- Shall not contain part of the user's name or account name.
- Shall not include words found in a dictionary.
- Shall not be based on or similar to any previously used password.
- Shall contain characters from at least three of the following four categories:
 - English uppercase letters (A-Z)
 - English lowercase letters (a-z)
 - Numerical digits (0-9)
 - Special characters (e.g. !\$#%)

Passwords shall be changed at least every 90 days and not be reused.

Login accounts shall be locked after 3 consecutive authentication failures.

Wherever possible, systems shall be configured to require that the user is changing his password when he logs in for the first time after the user account has been created or had the password changed by the system administrator.

Rule 2.8-56: Passwords used for logging in to critical systems shall not be the same as passwords used for logging in to non-critical systems.

The information security policy allows users using the same password for multiple systems. However, passwords to critical systems shall be separated from password to non-critical systems. It is still allowed to use the same password to all critical systems, as long as that password is not used on any non-critical system.

Rule 2.8-57: Network connections originating from the Internet to non-public company services shall require strong encryption and strong authentication.

Rule 2.8-58: Equipment, data or software must not be taken off-site by Employee without documented management authorization.

Portable computers must have appropriate access protection (e.g. passwords and encryption and must not be left unattended in public places.

Computer equipment is vulnerable to theft, loss or unauthorized access. Always secure laptop and hand-held equipment when leaving an office unattended. When travelling, the high incidence of theft makes it inadvisable to leave in cars or take them into vulnerable areas.

Users of portable computing equipment are responsible for the security of the hardware and the information it holds at all times. The equipment should only be used by RYKER B.V. employees to whom it is issued. Users of this equipment must pay particular attention to the protection of personnel data and commercially sensitive data.

Users of portable equipment away from RYKER B.V. premises should check their car and home insurance policies for their level of cover in the event of equipment being stolen or damaged and take appropriate precautions to minimize risk of theft or damage. Employees who use portable computers belonging to RYKER B.V. must use them solely for business purposes otherwise they will be subject to disciplinary action.

Rule 2.9-59: Selection of algorithms and key lengths shall comply with the encryption policy.

There are many different algorithms available for encryption, decryption, signing and secure hashing of information. Several of these algorithms are available in different versions and with different sizes of the involved keys.

To make sure that the chosen implementations are safe and sufficiently strong, the security group will maintain a list of approved algorithms.

2.9 [Cryptographic Controls](#)

Rule 2.9-60: Selection of algorithms and key lengths shall comply with the encryption policy.

There are many different algorithms available for encryption, decryption, signing and secure hashing of information. Several of these algorithms are available in different versions and with different sizes of the involved keys.

To make sure that the chosen implementations are safe and sufficiently strong, the security group will maintain a list of approved algorithms where applicable.

Communication protocol requirements during player activity are defined as follows:

- All communication between players and the RYKER B.V. brands will be carried out via SSL / TLS

- Sites offered by RYKER B.V. will be protected by an HTTPS certificate, issued by a trusted certificate authority

2.10 Use of Company Resources

Rule 2.10-60: Company resources shall be used to perform company business. Some private use of company resources is allowed if it does not have a negative impact on business operations. No private use that might be considered as controversial is allowed. It could for example be controversial to female, masculine, political or ethical opinions.

OnyxioN reserves the right to inspect the employee's usage of company resources at any time. The reservation includes the content on computers and mail.

Rule 2.10-61: Company email addresses shall not be published for other purposes than conducting company business.

Employees are not allowed to use any email address related to RYKER B.V. or an RYKER B.V. partner for any other purpose than conducting approved business. Publication in other contexts, e.g. in phone books or on personal home pages, is not allowed.

Rule 2.10-62: Company email addresses shall not be used when discussing in public Internet forums.

This is to prevent business intelligence attacks using the Internet. It is very easy for a competitor to do an Internet search on the RYKER B.V. domain name and find out what kind of issues the RYKER B.V. employees are discussing. Use of this information can disclose details about our technical platform and business decisions.

2.11 Document Management

Rule 2.11-63: All approved business documents shall be produced and stored in accordance with the document management policy.

The document management policy shall include rules for producing, labelling, storing and retrieving documents. The policy shall specify that the information contained in approved documents shall include the title, date, revision, security classification and the identities of the author and owner of the document.

The document management policy can define exceptions from the document management rules.

Rule 2.11-64: Documents used internally shall be prepared in a data format that is usable on all applicable computer platforms and operating systems.

It is important that all documents are available to all employees regardless of the kind of computer system used.

Rule 2.11-65: Documents shall be stored in a central repository. It is the responsibility of the document owner to make sure the document is correctly stored and protected.

Details on the document repository can be found in the document management policy.

Rule 2.11-66: Documents being sent to external parties shall always use the Portable Document Format.

The PDF format provides a complete and consistent visual representation of a document that can be accessed on all kinds of computers. Using this format guarantees that an external party can always read the document while at the same time making it difficult for the external party to change the information. If supported, the documents shall be locked to further prevent alteration.

2.12 Delegation of Responsibility and Authority

This section applies to all kinds of responsibility, it is not limited to responsibility for information security.

Rule 2.12-67: Responsibility and authority shall always be delegated together.

Responsibility shall never be delegated without also delegating the authority needed to fulfil the responsibility. Also, authority shall never be delegated without responsibility.

3 Appendix

3.1 Glossary

Authentication	The process of verifying the authenticity of something, usually the identity of a user.
Non-repudiation	Non-repudiation is used to provide proof that a message has been sent or received. If we are sending a message to someone we can request a signed and time stamped statement that says that the receiver has indeed received the message. This statement can then be used to prove that the transaction has taken place. Non-repudiation is a standard service that is usually implemented by using digital signatures of message checksums. Note that the signature, along with the complete message, has to be stored and saved as proof.

Strong authentication	User authentication that is based on at least two of the following four factors: Something the user knows, e.g. a password. • Something the user has, e.g. a hardware password generator or smartcard. • Something the user is, this includes biometrical analysis such a fingerprint or retina scanners. • Something the user does, e.g. writing his signature.
Strong encryption	Encryption is considered strong if the chosen algorithms and key lengths provide an adequate protection that has been thoroughly tested and is not susceptible to exhaustive key search attacks. The security group will evaluate and provide a list of approved cryptographic algorithms and methods.