**Segon-Marill Cyber Security Policies**

1. **Access control policy:** Segon-Marill International Movers Plc. specified role-based access control (RBAC) within an organization. Based on this staffs of the company privileged with:
* Administrative access
* Operational Access
1. **Incident response policy:** The company conducts the following activities during occurrence of cyber security incidents:
* Identifying the source
* Eradication of the incident (removing the malicious software and cleaning up the system)
* Recovery of system and data
* Communication and reporting
* Post incident reviews and improvement
1. **Password policy:** There is established guidelines for creating and managing passwords within the company. Accordingly:
* Minimum password length 8 character
* Maximum password age 6 months
* Complexity requirements: at least one upper case, one lower case, one number and one special character
* Password must be changed after any administrative changes
* Two-factor authentication (2FA) required for login
* Password sharing is prohibited
* Password should not include any personal information such as name, age, phone numbers, birthdate etc.
* Provide user education and awareness training on password security best practices
1. **Data classification policy:** we have outlined how data should be classified and handled based on its sensitivity. Accordingly:
* Confidential: PII, financial records, trade secrets
* Private: employee records, internal communications
* Public: press release, company brochures, all information in our website
* Restricted (for specific audiences only): legal documents, researches
* Top secret: intelligence data
1. **Remote access policy:** We have defined the conditions under which employees can access company resources from outside the office. Accordingly:
* Employees are requested two-factor authentication (must provide two form of identification, password and finger print or security token) before being granted access to remote systems.
* Network segmentation: staffs do not access sensitive data outside of the Segon environment
* Remote access software: we use specialized software to control and monitor remote access to systems and data (auditing of user’s activity).
* Remote wipe: the company established a system to remotely delete all data from a device that has been lost or stollen
1. **Acceptable use policy:** The company outlined the acceptable and prohibited uses of company equipment and network resources. Accordingly:
* Prohibiting the unauthorized access or use of networks, applications and systems
* Prohibiting the use of the network or system for illegal activities
1. **Encryption policy:** The company specified the types of data that must be encrypted and the encryption methods to be used. Accordingly:
* Data to be encrypted: PII, financial data, strategic plan
* Encryption method used: symmetric encryption (AES) and Transport Layer Security (TLS) to encrypt data in transit.
1. **Data retention and disposal policy:** We have determined how long data should be retained and the procedures for securely disposing of it. Accordingly:
* Retaining customer data for at least 5 years
* Retaining financial data as set out in the applicable law
* Securely wiping or destroying old backups or servers that are retired
1. **Third-party vendor management policy:** We have outlined the security requirements for working with vendors and service providers. Accordingly, we assess the vendors’
* Cyber security policies
* Due diligence
* Incident response plan
1. **Continuity of operations plan:** The company committed to re-operate the business process after occurrence of cyber incident through taking appropriate correction and corrective actions