

ELA'S SECURITY OF WIRELESS ACCESS PROCEDURE**1. Scope**

All users of the wireless notebook computers and other mobile devices belonging to Epure, Lizac si Asociatii SCA ("ELA") are within the scope of this procedure.

2. Responsibilities

- 2.1 The IT Manager is responsible for specifying and/or providing the firewalls, anti-malware software, automatic updating, connectivity and backup facilities required under this procedure.
- 2.2 The Head of HR is responsible for user training.
- 2.3 All users have specific responsibilities in terms of their User Agreements.

3. Procedure

- 3.1 ELA requires notebook computer level deployment of firewalls, anti-malware software, and automatic updating facilities that are all up to date.
- 3.2 ELA requires application of its corporate policy on usernames and passwords at the level of notebook computers, which will have password protected screensavers and will protect by password or encryption all folders containing confidential information.
- 3.3 ELA requires notebook computers that carry personal data or are able to connect to systems that store or process personal data to use full-disk encryption.
- 3.4 ELA requires that notebook computers are physically protected against theft and damage while in transit, in storage or in use and that, in cases of loss or theft, the procedure specified in the User Agreement for dealing with such incidents is followed.
- 3.5 ELA requires users to ensure that all the most recent operating system and application security-related patches, fixes and updates have been installed.
- 3.6 ELA requires users to act with care in public places so as to avoid the risk of screens and confidential notebook computer activity being overlooked by unauthorised persons.
- 3.7 ELA carries out regular and ad hoc audits of all notebook computers to ensure that they are configured in compliance with this procedure.
- 3.8 ELA provides users with appropriate training and awareness to ensure that they understand the risks of wireless on the road computing and that they understand and can carry out their agreed security obligations.

Document Owner and Approval

The Managing Partner is the owner of this document and shall ensure that it is kept up to date. A current version of this document is available to all members of staff on ELA's website on page "Data Protection", section "Policies & Procedures". This policy was approved by Decision of Partners on 15.02.2018 and is issued under the signature of the Managing Partner.

Signature: Doru Epure – Managing Partner

Date: 15.02.2018