

Control of Operational Software

Policy Intent and Objectives	The intent of this policy is to protect information system and asset availability, integrity, and confidentiality by defining requirements for controlling software installation.
Policy Scope	This policy applies to all Paylock information systems
Exceptions	Exceptions to this policy must be documented and approved following Paylock's Exception Procedures.
Enforcement	Violators of this policy are subject to immediate termination of access, and to disciplinary action, as deemed appropriate by Paylock management. Violators may also be subject to local, state, or federal legal action, depending on the severity of the violation.
Owner	Paul Chiafullo
Approval Date	12/01/2021
Related Documents	ISO/IEC 27001/27002:2013 – A12.5

Policy Statements and Guidance	<ul style="list-style-type: none"> • Procedures based on established and approved leading-practice standards shall be implemented to control the installation of software on all operational systems. • Naming standards, file structures, and logical hierarchies should be defined to facilitate logging, monitoring, and troubleshooting activities. • Software updates shall only be performed by trained administrators upon appropriate management authorization (i.e., Change Management approval) and a rollback strategy shall be in place before changes are implemented. • Business Continuity and Disaster Recovery documentation should be updated to include new systems, software, and dependencies. • The use of unsupported or end-of-life software shall be monitored for efficiency and discontinued where appropriate. • The use of unlicensed copyrighted software is prohibited. • Use of open-source software shall require change management review and acceptance based on the validity of software, its support, and requirement.
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Policy Revision History

This policy will be reviewed, at a minimum, on an annual basis or as needed due to legal, regulatory or corporate directives. The review will include approval by senior management of Paylock prior to any changes being made to the policy.

Date of Policy Change	Description of Policy Change	Change Made By
24 Jul 2017	Creation of policy document	Jennifer Marston
12/01/2021	Policy review - no change	Doreen Gossage

