System Acquisition, Development, and Maintenance

Policy Intent and Objectives	To ensure information security requirements shall be included in the acquisition of new information systems, and in enhancements to existing information systems.
Policy Scope	This policy applies to all Paylock systems, applications, hardware, software, network connections, personnel, consultants, contractors, vendors, or any other personnel with access to Paylock resources.
Policy Exceptions	Exceptions to this policy must be documented and approved following Paylock's Exception Procedures.
Policy Enforcement	Violators of this policy are subject to immediate termination of access, and to disciplinary action, as deemed appropriate by Paylock's 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	ISO/IEC 27001/27002:2013 – A.14

Policy Statements and Guidance	- The Information Security department shall be part of the selection process for defining acceptable technology solutions in accordance with legal, regulatory, contractual, and corporate requirements. - Identification and management of information security requirements and associated processes shall be integrated into all stages of information systems projects. - Systems shall be configured to manage data in accordance with all Paylock policies, procedures, and standards. - The functionality of information security controls shall be tested and validated during systems development, and when the system is in production. - Test data derived from production data shall be properly scrubbed of sensitive information prior to use. - If systems development is outsourced, Paylock shall obtain, and reserve the right to validate, assurances that the external party complies with all Paylock policies, procedures, and standards. - For outsourced systems development, all security requirements shall be addressed in the contract after being reviewed by the Information Security department. If the system does not meet the security requirements, a formal risk assessment must be performed, and the results presented to the project sponsors prior to product acquisition. - An acceptance testing program shall be implemented for new or upgraded information systems.

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	@ Syed Haider
12/01/2021	Policy review - no change	Doreen Gossage