



## SOCIAL MEDIA SECURITY POLICY

### 1.0 Purpose

Blue Ocean Technologies has a requirement to protect its information assets and to safeguard its customers, intellectual property and reputation. The use of social media systems is increasingly prevalent in the enterprise and Blue Ocean Technologies supports the use of this technology.

The definition of social media is very broad, given the increasing tendency to integrate such technology in to conventional, broadly used applications like email. Social media does however represent a significant risk to information security, being both a heavily targeted resource for malware/hacking and a place where corporate data is inadvertently leaked. This document outlines a set of practices and requirements for the safe use of social media.

### 2.0 Scope

1. All social media sites or applications used by employees or contractors at the premises of Blue Ocean Technologies, with Blue Ocean Technologies' equipment, or representing Blue Ocean Technologies more generally.
2. This policy is not concerned with productivity concerns of social media; its sole focus is the secure use of such sites and systems.
3. All social media technology – social network sites, blogs, community sites, email, integrated social media and chat forums.

### 3.0 Policy

1. Information published to systems in scope must be in compliance with Blue Ocean Technologies' privacy and confidentiality policy.
2. Information published by an individual on behalf of Blue Ocean Technologies must be disclosed and disclaimed within the guidelines provided by the privacy and confidentiality policy.
3. In the event that a leakage or breach occurs via systems in scope, the user must report the incident in alignment with Blue Ocean Technologies' incident handling process.
4. The user must use a secure password for social media systems, in compliance with Blue Ocean Technologies' password policy. This password must not be the same as any credentials used within the enterprise.
5. The user must follow best practice for configuration of social media permissions – where available, using controls to sensibly restrict access to information.
6. Users accessing social media systems must do so with a compliant system, specifically:
  1. Running up to date enterprise standard anti-malware technology
  2. Patched and up to date, both the operating system but particularly the browser and associated applications like Flash or PDF applications.
  3. Using a corporate support browser, specifically Internet Explorer or Mozilla Firefox.
  4. The system must pass through a web security system, providing content filtering for malicious content and blocking of known bad sites.

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7. Use of social media systems will be monitored by Blue Ocean Technologies IT to protect against the loss of data. Traffic, files and content will be inspected in accordance with Blue Ocean Technologies' data protection policy. Reference 4.0 Technical Guidelines.

#### 4.0 Technical Guidelines

Technical guidelines identify requirements for technical implementation. These are normally IT controlled, but those in scope of the policy have a responsibility to report concerns if they are not compliant.

1. Endpoint DLP technology will monitor the upload of data to social media sites, identifying potentially sensitive data as per Blue Ocean Technologies' policy. Such data will be identified and the user requested to make a decision as to whether the action is in compliance with the policy. This technical control will be performed at the device level (as a priority over network) to avoid problems with scanning encrypted content or when users are roaming.

#### 5.0 Reporting requirements

The user has responsibility to notify Blue Ocean Technologies IT in the event of a breach or if they have concerns that they are not in accord with this policy. The social media policy is supported by other operational and information security policies which are tracked as health metrics by Blue Ocean Technologies IT.

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