

1 DIRECTIVE

1.01 Downloading or installing any software from the Internet to any computer connected to the enterprise network is restricted to the Information Technology Service Delivery Organization (IT SDO). This group has the responsibility to ensure the software has been evaluated for reliability, security, and suitability for use on GNB networks.

2 PURPOSE

2.01 The purpose of this Directive is to ensure that all software used on any network-connected computer is evaluated for reliability and security purposes by trained technical staff.

3 SCOPE

3.01 This directive applies to all employees.

4 RESPONSIBILITY

4.01 All users who require software installed which originates from the Internet are responsible to forward requests for evaluation and installation of the software to the IT SDO.

4.02 The IT SDO is responsible to ensure evaluation of the software for security, reliability, and functionality. Only if the evaluation process has a positive result will the IT SDO complete the installation on the user's system.

5 DEFINITIONS

None

6 RELATED DIRECTIVES

OCIO IT 3.01 – Standard Applications

OCIO IT 3.03 – Non-Standard Software

OCIO IT 3.05 – Licences

OCIO IT 12.02 – End-User Training

OCIO IT 13.05 – Internet Access and Acceptable Use