Personal Computer Configuration Policy

This document is part of the GMICT Policy Framework
http://ictpolicies.gov.mt
Underlined terms are defined in the Vocabulary.

Purpose

This Policy aims to safeguard functionality, as well as security and integrity of Government Personal Computers.

Scope and Applicability

This Policy refers to all Public Sector Personal Computers (PCs), in line with the ICT Governance Framework (GMICT X 0004-1).

Compliance

Reference shall be made to the Compliance Management Framework (GMICT X 0018).

The provisions of this document come into effect on the Effective Date.

1. Policy

1.1 Configuration

All access to any PC shall be based on the least privilege principle.

1.2 Security

1. A PC shall have applicable endpoint security which is up to date and active at all times.

2. A PC shall be protected from any further interaction after a specific period of inactivity, after which, re-authentication shall be required.

1.3 Power Saving

Appropriate power saving features shall be enabled.

1.4 Sharing

1. Relevant sharing of data shall be commensurate with its classification¹. A PC User is not authorised to grant access to resources on such PC, other than:

   • for the User to avail of services rendered by the Agent

¹ Classification in accordance with the guidelines set out in Section 3 of the Cabinet Office's Manual of Procedures for the Handling of Classified Information in the Malta Public Service.
• in the case of a locally attached device which does not function as a data store, such as a printer. Such a device shall, however, only be shared with named Users and named PCs.

2. A locally attached device which functions as a data store may not be shared but may be connected to a PC subject to:
   • the PC’s endpoint security examination of the device, upon connection to the PC
   • Government data that may be stored on such device, having security controls that are commensurate with the data’s classification².

1.5 Data Backup

1. It is every employee’s responsibility to ensure that all data that has a continuing value to the Government is stored on corporately governed and managed repositories.

2. The storage of Government data classified as Restricted or above² on removable storage devices may only be considered if such data is secured commensurate with its classification.

3. Personal data shall not be stored on corporately governed and managed repositories.

1.6 Services by the Agent

PC services provided by the Agent shall be bound by service parameters as specified by the Agent³.

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² Classification in accordance with the guidelines set out in Section 3 of the Cabinet Office’s Manual of Procedures for the Handling of Classified Information in the Malta Public Service.

³ Reference is made to the Agent’s Support Website (http://support.mita.gov.mt).
Deviations from GMICT Policy

Instances where it may not be technically possible or cost-effective to comply with a particular GMICT Policy requirement shall be reported to Government’s ICT Compliance function. This is done in order to evaluate the security, architectural, operational and other risks anticipated to result from the deviation, to identify additional compensating controls required to mitigate these risks and to formally acknowledge any residual risk and assign appropriate responsibility. In such instances, a request for exemption shall be forwarded to the ICT Compliance function for assessment.

Breaches of GMICT Policy shall be brought to the attention of ICT Compliance function in order to determine appropriate corrective action and potential control improvements involving relevant stakeholders, as appropriate.

All of the above shall be carried out in line with the Compliance Management Framework (GMICT X 0018).

Related documents

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<tr>
<th>Name</th>
<th>Reference</th>
<th>Location</th>
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Modification History

<table>
<thead>
<tr>
<th>Version</th>
<th>Effective Date</th>
<th>Changes</th>
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<tbody>
<tr>
<td>1.0</td>
<td>17 April 2012</td>
<td>Supersedes the Desktop Software and Configuration Standard Version 8.0</td>
</tr>
<tr>
<td>2.0</td>
<td>26 March 2014</td>
<td>Update to Section 1.5 (Data Backup)</td>
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Issuing Authority

This document has been issued with the authority of the Malta Information Technology Agency.

Contact Information


Any suggestions, queries or requests for clarification regarding Government ICT Policies, Directives and Standards may be forwarded to ictpolicies@gov.mt.