1. **Responsibilities**

The Director (CISO) is responsible for ensuring that notebook computers are all configured in line with this instruction prior to their issue to employees/staff for temporary use, in line with [ISMS-C DOC 11.2.5](ISMS-C_DOC_11.2.5.docx), and for checking that the configuration is still valid when the equipment is returned.

1. **Work Instruction**

The following process is to be followed for company owned laptops and mobile phones.

Workstation:

Image the PC back to factory settings

Install Jump Cloud to manage user accounts

Install:

* Chrome
* Microsoft Office 365
* Google Drive / Filestream
* Google Chat
* Google Remote Desktop
* BitDefender for anti-malware
* Vonage for Business

Mobile phone:

* Google Device Policy, input username and password
* Google Chrome
* Google Drive
* Google Sheets
* Google Chat
* Google Slides
* Google Jam Board
* Google Meet
* Google Docs
* Google Authenticator
* Vonage for Business

***Document Owner and Approval***

The Director (CISO) is the owner of this document and is responsible for ensuring that this work instruction is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Manager on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Mike Morris | 14/11/2020 |
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