



Analog/ISDN Policy

Version 2.6

Document version control page

Prepared By

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| 1.1 | 22/08/08 | Mr. Madhavaswamy | Mr. R.Kumar | ISM |
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| 2.2 | 12/06/2018 | HR Director | Mr. R. Kumar | ISH |
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1. PURPOSE

This document explains the AEL Data Analog and ISDN line acceptable use and approval policies and procedures. This policy covers two distinct uses of Analog/ISDN lines that are to be connected for the sole purpose of fax sending and receiving, and lines that are to be connected to computers.

2. SCOPE

This policy covers only those lines that are to be connected to a point inside AEL Data building.

3. ROLES AND RESPONSIBILITY

All users using the AEL Data network and resources must adhere to this policy.

4. REFERENCE STATEMENTS

4.1. Scenarios & Business Impact

There are two important scenarios that involve Analog line misuse, which we attempt to guard against through this policy. The first is an outside attacker who calls a set of Analog line numbers in the hope of connecting to a computer that has a modem attached to it. If the modem answers (and most computers today are configured out-of-the-box to auto-answer) from inside AEL Data premises, then there is the possibility of breaching AEL Data internal network through that computer, unmonitored. At the very least, information that is held on that computer alone can be compromised. This potentially results in the exposure of Organisation sensitive information.

The second scenario is the threat of anyone with physical access into an AEL Data facility being able to use a modem-equipped laptop or desktop computer. In this case, the intruder would be able to connect to the trusted network of AEL Data through the computer's Ethernet connection, and then call out to an unmonitored site using the modem, with the ability to siphon AEL Data information to an unknown location. This could also potentially result in the substantial exposure of vital information.

4.2. Facsimile Machines

As a rule, the following applies to requests for fax and Analog lines:

- a. Fax lines are to be approved for departmental use only.
- b. No fax lines will be installed for personal use.
- c. No Analog lines will be placed in a personal cubicle.

5. COMPLIANCE

- 4.3. Audits will be performed on a regular basis by authorized organizations/designated officers of AEL Data.
- 4.4. Audits will be managed in accordance with the Information Security Audit Procedure.
- 4.5. Every effort will be made to prevent audits from causing operational failures or disruptions.



6. EXCEPTIONS

There are no exceptions to the above guidelines. Unless required for a specific application / purpose, this must be approved by CISO in writing.

7. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action as per HR & Admin Procedure.