

## 1 DIRECTIVE

- 1.01 Instant messaging (IM) software may only be installed on GNB provided computing devices for one of the following uses:
- (a) Communications through an IM server that is contained wholly inside the GNB's secure network. This means that the server and all communication paths, cables and wireless connections, between IM users and the IM server must be under GNB control;
  - (b) Communications capability for GNB provided computing devices outside the GNB's secure firewall to provide a service to customers or suppliers.
- 1.02 GNB provided computing device with IM software implemented for providing service externally may not have access to the GNB's secure network.

## 2 PURPOSE

- 2.01 The purpose of this Directive is to ensure that:
- (a) GNB provided computing devices within the GNB's secure networks are not at risk from the security vulnerabilities inherent in current IM applications;
  - (b) GNB provided computing devices providing services using IM software do not pose a security risk to the GNB's secure networks.

## 3 SCOPE

- 3.01 This directive applies to all GNB personal computers.

## 4 RESPONSIBILITY

- 4.01 IT Support is responsible to ensure that all IM software on GNB provided computing devices are implemented with restrictions as defined in this directive.
- 4.02 All users with special administrative authority are responsible to accept the restrictions imposed on IM clients and leave the restrictions unchanged without exception.
- 4.03 All users on client systems provided with IM capability are responsible to accept the restrictions imposed on IM clients and not attempt to bypass the restrictions.

## 5 DEFINITIONS

- 5.01 "**Instant messaging**" is the transmission of electronic messages in real time

between two or more computers. The messages may be text that is typed spontaneously, voice as in a telephone conversation, or bulk data that is transferred from one computer to another.

## **6 RELATED DIRECTIVES**

OCIO IT 2.07 – Disposal of Hardware

OCIO IT 3.01 – Standard Applications

OCIO IT 3.06 – Software Downloading

OCIO IT 4.04 – Downloading

OCIO IT 8.05 – Controls for Viruses, Worms and Malware

OCIO IT 9.06 – Data Encryption

OCIO IT 10.02 – Firewall Protection

OCIO IT 10.04 – Wireless Network

OCIO IT 13.02 – Data Access & Data Protection

OCIO IT 13.03 – Passwords – Selection & Control

OCIO IT 13.08 – Portable Computers

OCIO IT 13.09 – Remote Access – Users