

Mobile Devices Policy

Purpose

This document establishes the corporate policy and standards for mobile devices, including any handheld device such as a smartphone or tablet used to communicate, transmit, or store electronic information belonging to Landstar Title Agency, Inc..

Policy

All Landstar Title Agency, INC. employees who synchronize data between Landstar Title Agency, INC. and a mobile device are responsible for following the standards defined in this document.

Mobile devices will enforce these controls:

- A password
- A policy to wipe (erase all data from the device) after 10 invalid password attempts
- A maximum inactivity time-out of 15 minutes
- A minimum password length of 4 characters
- 256-bit AES full disk encryption
- Remote wipe capability
- Encrypted communication with Landstar Title Agency, INC. e-mail server
- Activity auditing
- Unsupported operating systems will not be allowed to connect to Landstar Title Agency, INC. systems
- Where configurable must only allow application installs from official vendor application store or mobile device management solution

Approved Devices

Only approved devices are allowed to connect to Landstar Title Agency, INC. systems. For information on the currently approved devices, contact the IT department.

Backups

The IT department will provide instructions or assist with initial backup setup. Users are responsible for verifying backups are occurring on a regular basis.

Lost or Stolen Devices

Any employee whose corporate-provisioned or personally-owned mobile device that has access to Landstar Title Agency, INC. systems is lost or stolen must

1. Contact the IT department or vendor and request the device to be remotely wiped
2. After receiving confirmation that the device has been wiped, contact the purchasing department or service provider to report the loss

Devices must be wiped to securely erase corporate data including but not limited to apps, media, and data. Regular backups will allow easy restoration of apps, data, and settings.

Transferring Devices

Before transferring ownership of any mobile device that has been connected to Landstar Title Agency, INC systems, users must contact the IT department so a remote wipe can be initiated.

Note: Depending on device capabilities, wiping may completely erase all data including personal data.

Terminating Employment

Before an employee terminates employment and takes any mobile device that has been connected to Landstar Title Agency, INC. systems, the employee’s manager must contact the IT department so a remote wipe can be initiated.

Note: Depending on device capabilities, wiping may completely erase all data including personal data.

Violation of Policy

Failure to adhere to all requirements stipulated in this policy and all related documents may result in disciplinary actions, up to and including

- Immediate removal of any applicable hardware/software/access to the Landstar Title Agency, INC. computer network or business systems
- Formally reporting the incident to Landstar Title Agency, INC. senior management
- Termination of employment
- Any other action deemed necessary by Landstar Title Agency, INC. senior management

Review

Landstar Title Agency, INC. has voluntarily adopted this policy for its sole and exclusive use. This policy and all related documents will be reviewed annually or as needed based on prevailing business conditions.

Approved

Kenneth Warner, Esq., Vice President and Senior Counsel

Revision History

Version Number	Revised Date	Effective Date	Approved By	Brief Change Summary