ELIAS MOTSOALEDI LOCAL MUNICIPALITY

ANTIVIRUS POLICY

MUNICIPAL COUNCIL RESOLUTION NUMBER

M24/25-07

APROVED AT THE COUNCIL SITTING OF 30 AUGUST 2024

MR M.D

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1. Purpose

1.1. This document details the measures that must be taken by Elias Motsoaledi Local Municipality employees to help achieve effective virus detection and prevention. Viruses can be transmitted via e-mail or instant messaging attachments, downloadable internet files, and removable media. Their presence is not always obvious to the computer user. A virus infection can be very costly to the Elias Motsoaledi Local Municipality in terms of loss of data, loss of staff productivity and /or loss of reputation.

2. Scope

2.1. This procedure applies to all computers that run the Microsoft Windows operating system and are connected to Elias Motsoaledi Local Municipality's data environment via a standard network connection or virtual private network connection.

2.2. The definition of computersincludes desktop/ workstations, laptop computers, handheld computing devices, and servers.

2.3. This policy and procedure shall enforce automatic virus updates, detection, quarantine, and deletion of viruses.

3. Roles and Responsibilities

3.1. Elias Motsoaledi Local Municipality ICT Manager

3.1.1. Responsible for executing and implementing this procedure.

3.2. Elias Motsoaledi Local Municipality Network Administrator

3.2.1. Responsible for monitoring the implementation of this procedure.

3.3. Elias Motsoaledi Local Municipality Network Administrator

3.3.1. The Network Administrator must be able to provide reports on the Anti-Virus System for the following –

3.3.1.1. Anti-Virus Version Updates

3.3.1.2. Quarantined, Blocked or Deleted Files and/or Viruses.

3.3.1.3. Status of Anti-Virus on Desktops, Notebooks and Servers.

3.3.1.4. Diagnostic Reporting of Desktops, Notebooks, and Servers.

4. Procedure

4.1 Anti-Virus Software

4.1.2. 4.1.1 The Network Administrator shall ensure that the Kaspersky Endpoint Security anti-virus software is installed on all Elias Motsoaledi Local Municipality desktop workstations, laptops and servers running the Microsoft Windows operating system.

4.1.3. The anti-virus software includes the full version of the Kaspersky Endpoint Security anti-spyware module, which protects computers from malicious software that are categorized as viruses. The anti-spyware module blocks ransomware, spyware, adware, cookies, and Trojans.

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4.1.4. On-Access Scanning is enabled, and configured so that anti-virus software cannot be disabled on all workstations and servers. On-access scanning runs automatically.

4.1.5. Every Removable device inserted into the municipal computer USB port, which runs the latest version of Kaspersky Antivirus, undergoes an automatic virus scan.

4.1.6. The Full Scan option is enabled, so that the anti-virus server will conduct a daily scan of all workstations and servers running the Microsoft Windows operating system on the Elias Motsoaledi Local Municipality data environment.

4.1.7. Web Thread Protection is enabled to scan all incoming web traffic and prevent dangerous scripts from running on desktop computers, laptops and servers.

4.1.8. Following completion of a full scan, the following can be performed -

4.1.8.1. A Report Review: Elias Motsoaledi Local Municipality ICT Unit must review the scan report.

4.1.8.2. Continuous scan: When the working tool is linked to the Elias Motsoaledi Local Municipality network, the scan will run constantly until it is completed.

4.1.8 Users are frequently notified via emails or ICT workshops that:

4.1.8.1 If an employee receives what he/she believes to be a virus, or suspects that a computer is infected with a virus, it must be reported to the ICT department immediately. Report the following information (if known): virus name, extent of infection, source of virus, and potential recipients of infected material.

4.1.8.2 No user/ employee should attempt to destroy or remove a virus, or any evidence of that virus without direction from the ICT department.

4.1.8.3 Any virus-infected computer will be removed from the network until it is scanned and verified as virus-free.

4.1.9 The Access Protection is enabled, where available, to act like a limited firewall, permitting the blocking of specifically selected networking ports.

4.1.10 Antivirus software is configured for regular updates to detect new viruses. This is achieved by ensuring that the anti-virus product is updated in terms of the version used –

4.1.10.1 The antivirus server is configured to check the vendor's website for updates. All Elias Motsoaledi Local Municipality servers and workstations are updated from the anti-virus server. The anti-virus server is in the Elias Motsoaledi Local Municipality Server Room.

4.1.10.2 If any machine fails an anti-virus update, the Elias Motsoaledi Local Municipality ICT Unit will run a manual update, establish the cause of failure and resolve the issue, and notify the Elias Motsoaledi Local Municipality ICT Manager of actions taken.

4.1.10.3 Scan engine version patches are only installed onto the anti-virus server when a major version change is implemented. This is done manually from the vendor website, and after being successfully tested, is installed automatically/manually onto all other Elias Motsoaledi Local Municipality servers and workstations running the Microsoft Windows operating system.

4.2 Anti-Virus Software Testing

4.2.1. After installation, the anti-virus software must be tested annually following a vendor-approved test regime to ensure the anti-virus software can properly scan for potentially unwanted programs.

5. Enforcement

Employees who purposely violate this policy may be subject to Elias Motsoaledi Local Municipality disciplinary procedures including denial of access. Any employee aware of any violation of this policy is expected to report to their supervisor or other authorised representative.

6. Signatories

30/08/2024

Ms. NR Makgata Pr Tech Eng
Municipal Manager

Date

Tladi

30/08/2024

The Mayor
Cllr. Tladi DM

Date