



Application Software Policy

Version 1.0

1. Purpose:

- Ensure the effective and secure management of application software within the organization.
- Establish guidelines for the procurement, deployment, and usage of application software.
- Minimize security risks, improve productivity, and maintain software compliance.

2. Application Software Selection:

- Implement a standardized process for selecting application software.
- Evaluate software based on functionality, compatibility, security, support, and cost-effectiveness.
- Prioritize software that aligns with business needs and integrates well with existing systems.

3. Software Procurement:

- Define a centralized software procurement process.
- Ensure proper authorization and budgetary approval for software purchases.
- Collaborate with procurement and legal departments to ensure compliance with licensing agreements and software usage rights.

4. Software Licensing and Compliance:

- Maintain accurate records of software licenses, including purchase information, license keys, and renewal dates.
- Regularly review and reconcile software licenses to ensure compliance with vendor agreements and applicable laws.
- Conduct periodic software audits to identify unauthorized or unlicensed software installations.

5. Software Installation and Configuration:

- Establish guidelines for the installation and configuration of software on organizational devices.
- Assign responsibility for software installations to authorized personnel.
- Ensure that software installations are performed in accordance with security and compatibility requirements.

6. Software Updates and Patch Management:



- Implement a process to regularly update and patch software to address security vulnerabilities and performance issues.
- Maintain a schedule for applying software updates and patches.
- Utilize automated tools or systems to streamline the update and patch management process.

7. Software Usage and Access Control:

- Define acceptable use policies for application software.
- Educate employees on the proper and authorized use of software.
- Implement access controls to restrict software usage to authorized personnel only.

8. Software Retirement and Disposal:

- Establish procedures for retiring and disposing of outdated or unused software.
- Ensure proper removal of software from organizational devices to minimize security risks.
- Dispose of software and associated data in compliance with data protection and privacy regulations.

9. Software Support and Maintenance:

- Establish protocols for obtaining technical support and maintenance for application software.
- Maintain contact information for software vendors or authorized support providers.
- Regularly review support agreements to ensure they align with organizational needs.

10. Software Documentation and Training:

- Maintain up-to-date documentation of software configurations, installation procedures, and user guides.
- Provide training and resources to employees to promote effective and secure use of application software.
- Encourage employees to report software-related issues and provide feedback for improvement.