

				
	POLICY			
	ANTIVIRUS POLICY			
Document No. POL/IT/08	Rev:03	Date Of Issue: 12 Aug 2020	Page 1 of 3	

Purpose:

The purpose of this policy is to

- Provide a computing network that is virus-free.
- Provide instructions on measures that must be taken by employees to help achieve effective virus detection and prevention.

Scope:

All users of the IT facilities of the Centre and all computers that are connected to the Al Noor server.

The definition of computers includes desktop workstations, laptop computers and servers

POLICY:

- All computers that are connected to the Al Noor Centre's network must have the standard supported anti-virus software installed and automatically scheduled to run at regular intervals.
- In addition, the anti-virus software and the virus definition files must be kept up-to-date.
- Trend micro Worry-free Business Security version 9.0 shall be the antivirus to be used on all computers
- Al Noor will provide and install anti-virus software on all the Centre- owned and installed PC's. Installation of antivirus software on all the computers shall be done by the IT Administrator.
- All PC's are to be configured such that regular updates are scheduled and updated version of the antivirus shall be available on all computers. This shall be the responsibility of the IT administrator

Prepared by: Admin & finance Manager	Approved by: Director
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	POLICY			
	ANTIVIRUS POLICY			
Document No. POL/IT/08	Rev:03	Date Of Issue: 12 Aug 2020	Page 2 of 3	

- Any activity intended to create and/or distribute malicious programs onto the Al Noor network (e.g. viruses, worms, Trojan horses, e-mail bombs, etc.) is strictly prohibited
- Care should be taken not to open any attachments from unidentifiable source
- Automatic update of antivirus is available when computers are logged into the Al Noor server. It is the responsibility of staff to ensure that computers assigned to them are kept virus free.
- If an employee receives what he/she believes to be a virus, or suspects that a computer is infected with a virus, he/she must report such incident to Al Noor IT department immediately. Report the following information (if known): virus name, extent of infection, source of virus, and potential recipients of infected material.
- No employee should attempt to destroy or remove a virus, or any evidence of that virus, without direction from the IT administrator at Al Noor
- Any virus-infected computer will be removed from the network until it is verified as virus-free.
- It is the responsibility of the IT administrator to keep the server virus free.
- Any member of staff who violates this policy will be subject to disciplinary action

Trend micro Antivirus Updation & Scanning Schedule

Sr No.	PC type	Updation	Scanning
	Servers	Every day at 2p.m	Every Monday at 8.30 pm
	Workstation/Computers	Every day at 2p.m	Every Monday at 12.30 pm

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	ANTIVIRUS POLICY		
Document No. POL/IT/08	Rev:03	Date Of Issue: 12 Aug 2020	Page 3 of 3

Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	3 Nov 2012	Director
01	Include antivirus Updation & Scanning Schedule	30 June 2013	Director
02	New Al Noor logo/Upgraded version of Antivirus	01 Feb 2016	Director
03	Replace the Centre's logo in all QMS documents and revision of document codes	12 Aug 2020	Director

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