

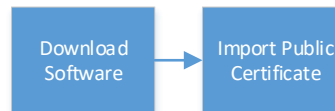
POLICY AND PROCEDURE

| | |
|----------------------------------|----------------------------------|
| Policy Name: PGP Software | Effective Date: 6/22/2018 |
| Policy Number: 4012 | Revision Date: |
| Department: IT | Author: Daniel Mos |

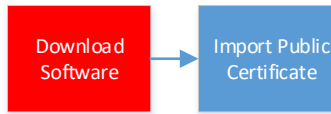
POLICY: UnifyHR uses Kleopatra PGP encryption/decryption software to manage the PGP encryption keys to securely transfer data between UnifyHR and clients.

PURPOSE: UnifyHR must transfer data between clients in a secure manner. PGP software assists with storing the keys to encrypt/decrypt data. Follow this procedure to download the preferred Kleopatra PGP software and import a new public certificate needed with new clients.

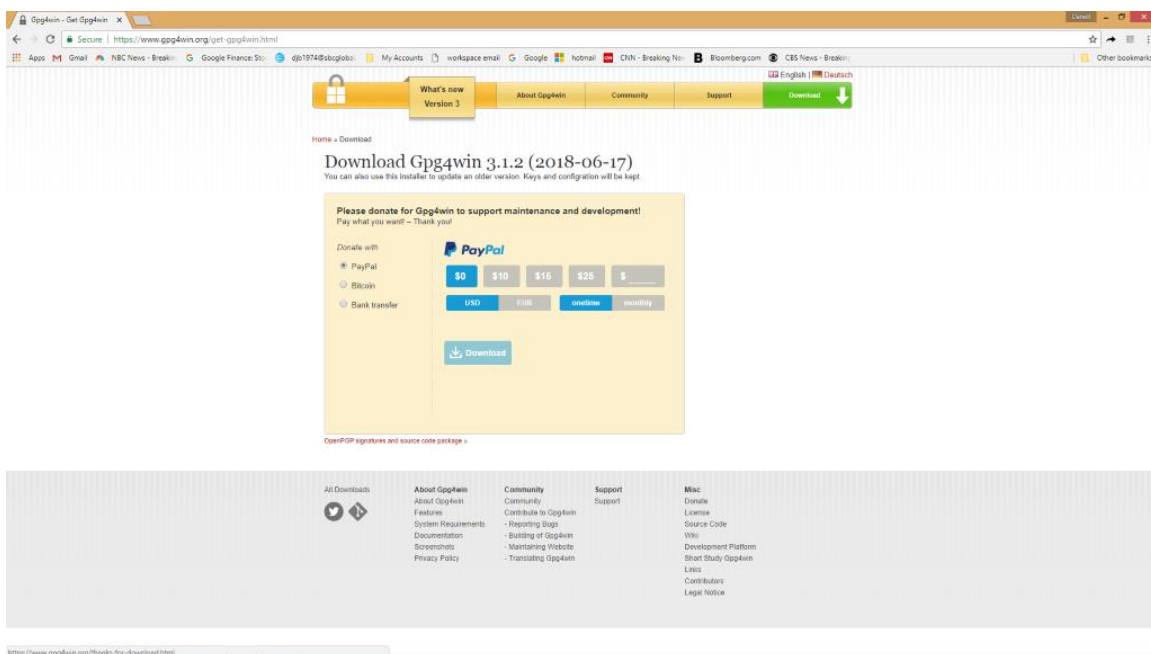
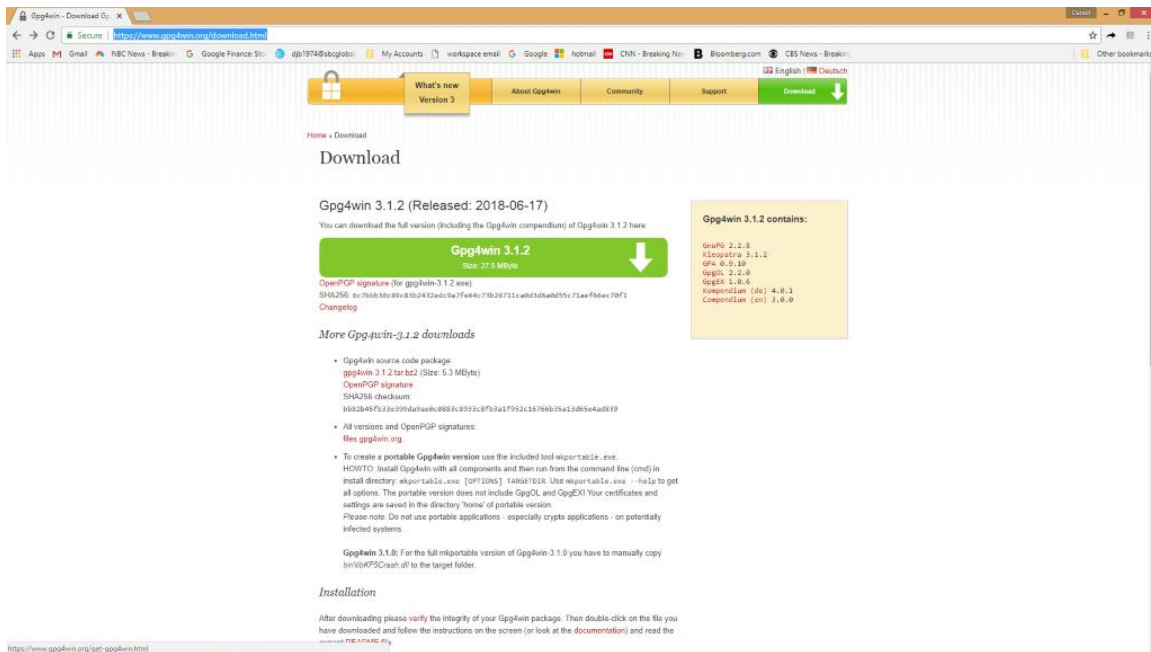
PROCEDURES:



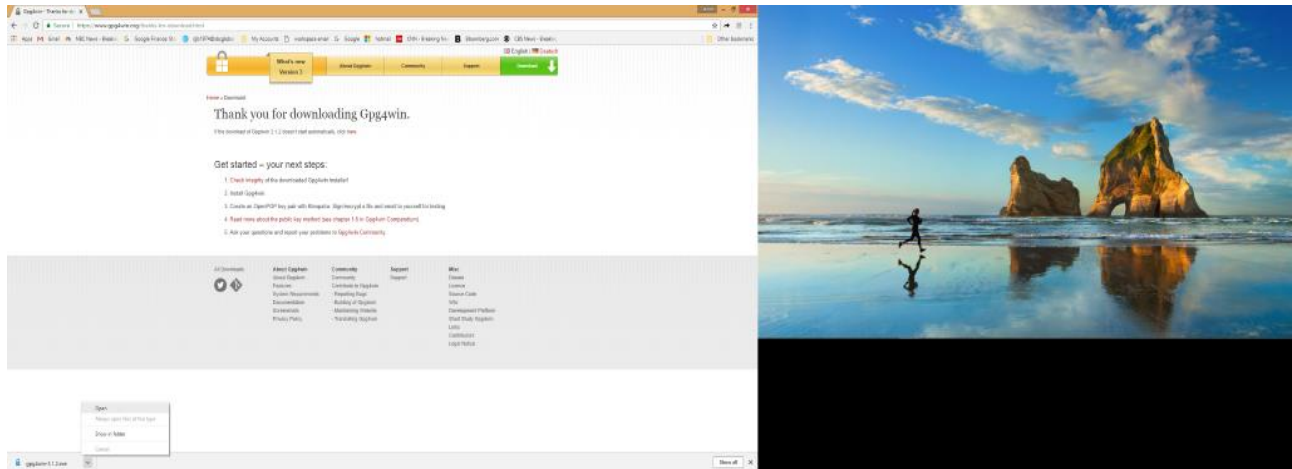
Download Software



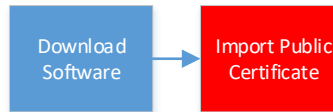
1. Go to: <https://www.gpg4win.org/download.html> (Unify uses the free Kleopatra PGP software)
 - o Click download



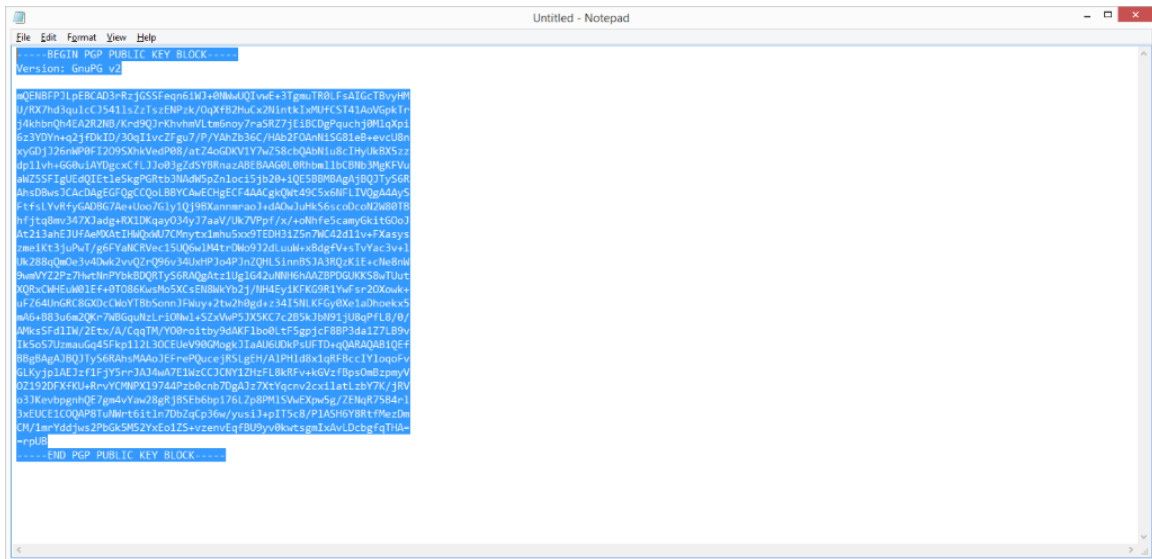
2. Once downloaded, Click **“open”** or **“run”**
3. Follow default settings to install Kleopatra.



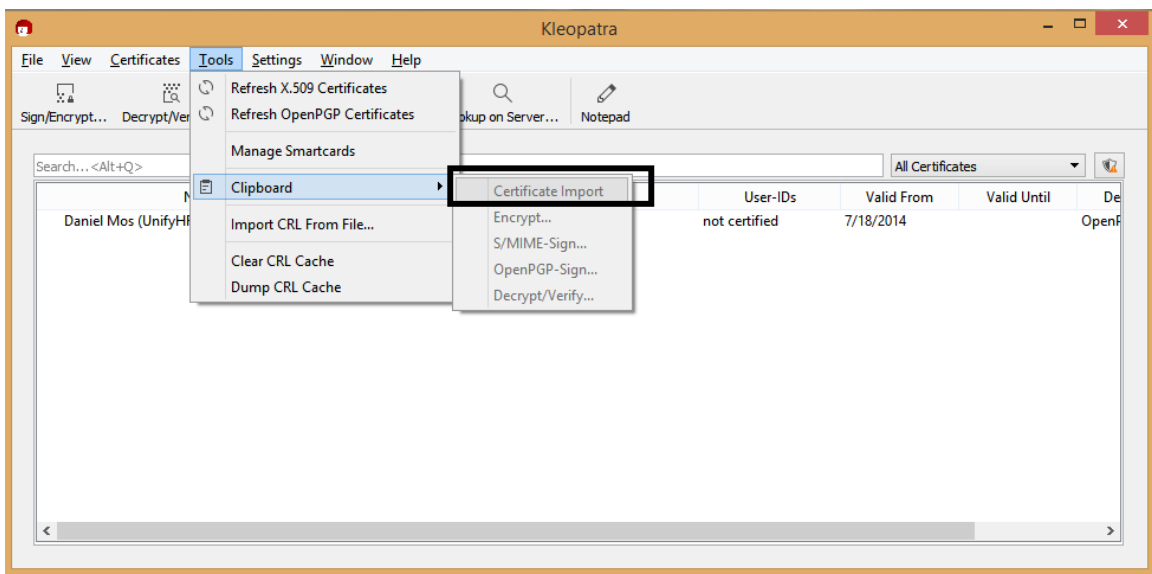
Import Public Certificate



- Highlight the entire text of the certificate and press **“control and C”** buttons at the same time to copy text



- Select **“Tools”**, **“Clipboard”**, **“Certificate Import”** to import the text certificate



This policy shall be reviewed for language and application on an annual basis following its last revision and shall be reviewed every year thereafter.

Revision History

| Version | Date | Author | Summary of Changes |
|---------|------------|---------------|----------------------------|
| 1.0 | 06/22/2018 | Daniel Mos | Original |
| 1.0 | 06/21/2019 | Stephen Owiti | Annual Review – No Changes |
| | | | |

Approvals

| Version | Date | Approver | Summary of Changes |
|---------|------------|------------|----------------------------|
| 1.0 | 06/22/2018 | Daniel Mos | Original |
| 1.0 | 06/21/2019 | Daniel Mos | Annual Review – No Changes |
| | | | |