

**Diocese of San Diego**  
**INFORMATION TECHNOLOGY STANDARDS**

Cyber Security is the responsibility of every person using computer systems at the Pastoral Center, parishes, schools and any other diocese facility. Failing to adhere to standard security procedures can result in the loss or theft of parishioner, donor, or employee confidential information, which could badly affect the individuals involved, as well as severely jeopardize the parish or diocese. In addition, criminal attacks can lead to severe temporary or permanent damage to any network.

This document describes industry best practices for ensuring security and stability of the office computer networks.

A quarterly review of this document is necessary as technology changes continuously and requires constant review.

**TRAINING**

Annual, or more frequent, training of staff about the latest security practices, online threats, and office technology operations is necessary for safe computer and information access, whether this is from onsite personnel or outside consulting. Incorporating a cyber security awareness training program for priests, employees, and volunteers who use computers at the location is critical to the security infrastructure. It is the most effective way to combat poor password practices, phishing attempts, and other cyber threats that could put systems, information, users, parishioner, donors, students, or the location at risk. (See the Appendix for Recommended Training Vendors.)

**NETWORK/WORKSTATION DEFENSE**

Internet-facing firewalls should only have incoming ports open when needed for email and/or web servers, when these functions are hosted on site. It is a good idea to have a firewall that will add content filtering, gateway anti-virus and anti-malware, intrusion prevention, Geo Filters and Botnet Filters. These features are often found in lower-end firewall manufacturers. These devices have about a 3 to 5 year life. (See the Appendix for Recommended Firewall Manufacturers).

Workstations must have either the operating system firewall, an anti-virus firewall, or both implemented.

Additionally, networks should be armed with intrusion detection systems to detect anomalous network activity, such as ports scans, network sweeps, and data exfiltration.

**WI-FI**

Wireless networks must be password-protected. There should be at least two SSID's associated, one for public internet access (guest networks) and one for private office access.

Access to the private network must be ONLY for parish-owned laptops, tablets, and computers that have a business need to access the office network for file and print services. The private network password is

**never** given out and only the I.T. personnel should know it. Guest networks **MUST** be used for personally-owned equipment, including all mobile devices.

It is further recommended that 802.1x / two-factor authentication in conjunction with Active Directory (see below) be used for access to internal wireless networks. With this in place, a network security key or password is not sufficient for access to the network; an authorized user connecting a piece of hardware to a wireless network will also have to authenticate themselves. This will further serve to give the parish a log of devices connected to wireless networks, and the persons connecting those devices.

### **THE “KRACK” VULNERABILITY OF 2017 AND WIRELESS NETWORKS**

The “KRACK” vulnerability, just discovered as of the writing of this vulnerability, allows for the compromise of most wireless networks by an attacker.

- Inventory and check ALL wireless-using devices, including mobile devices, and install patches as soon as available. Be prepared to replace devices that do not receive vendor software fixes. Use AES-CCMP for encryption key rotating, not TKIP. TKIP, in conjunction with this vulnerability, allow for additional packet decryption capabilities, and the ability to inject arbitrary traffic into compromised networks.

### **ANTIVIRUS AND ANTIMALWARE, UPDATES AND PATCHES**

An antivirus software must be installed on every system, whether be it Windows, Mac, or Linux. It is very important to update operating systems (See appendix Recommend Update Servers/Applications), anti-virus software, anti-virus software signatures, anti-malware software, and browsers regularly. Full malware scans should be done at least once per week. (See the appendix Recommended Anti-Virus Manufacturers)

### **ACTIVE DIRECTORY**

It is suggested that a server is used for authentication to access file and print services, and for shared authentication on parish-owned systems. Using an authentication server enforces the use of strong passwords and removes the need for peer-to-peer networks, which are discouraged because they lead to sharing of passwords and also increase the chance of spreading computer viruses. Centralized authentication also paves the way for the use of 802.1x-based authentication and two-factor authentication (“2FA”) for stronger protection of wireless networks and remote access to systems.

### **COMPUTER OPERATING SYSTEMS**

Update Windows, Mac, iOS, Android, and Linux system software as soon as patches and/or updates are made available. Linux server systems should be configured to email out patch reports where consoles are not regularly accessed.

Make sure that the software is still supported by the vendor for updates and security patches. As of this writing, anything earlier Windows 7 is no longer supported, and Windows 10 versions prior to 1607 are no longer receiving security patches or updates. Mac or iOS software should be kept up-to-date. If a device is no longer receiving update messages then it’s probably obsolete and should be replaced or upgraded in place. (See Appendix for Operating Systems End of Life schedule).

**\*Current Recommendation: Windows 10 version 1607 or greater, macOS 10.12 (“Sierra”) or greater.**

## PASSWORDS

Passwords can make or break the security of a system. The standard password should include a combination of upper and lower case characters, numbers, and special characters such as (!@#\$%^&) and should be at least 8 characters long. Do not store passwords on paper and stick to the monitor or under the keyboard. Written password storage, if required, should be protected by lock and key. If you must share a password then do it in person or over the phone. Never send a password through email. Aim to change a password every 3 – 6 months. Avoid using the same password on different systems. Especially don't use the same password for email and banking. (See the Appendix for Password Manager Applications).

Passwords in parish data systems such as PDS or ParishSOFT or on third party software should also be changed every 90 days. Any time a service like PDS Church Office, Facebook, or Gmail offers a "two-step verification" or "two-factor authentication," use it. When enabled, signing in will require you to also enter in a code that's sent as a text message to your phone or a separate device. This means that a hacker who isn't in possession of your phone won't be able to sign in, even if they know your password.

Two-factor authentication should be used for remote access to internal diocese networks, and for wireless access to internal networks (802.1x).

## PHISHING AND OTHER SCAMS

phish·ing 'fiSHiNG/ noun

The fraudulent practice of sending emails purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers.

There are many email scams that happen on a daily basis. An email that begins with "Dear Customer" or "Dear [youreemail@gmail.com](mailto:youreemail@gmail.com)" has a high likelihood of being a phishing scheme. Most legitimate emails from coworkers, friends or companies will state a name as a greeting like "Hi John" or "Dear Mr. Doe". Care must be taken with messages that state that a shipment of something is in progress and "click here" to view the latest progress of the shipment. Don't click on a link or open an attached file if you aren't absolutely confident that it came from a trusted source.

A good practice for email communication is to check the **to** and **from** lines in the email. Make sure that the email is actually from who is noted. If there is any question then contact the sender via phone or email.

Also, educate users to hover over links before clicking them, to make sure that they are actually links to the places on the internet they claim to be.

## PROTECT SENSITIVE INFORMATION

Attackers are after personal confidential information, or personally identifiable information ("PII"), such as: credit cards, social security numbers, donor or student names, email addresses, birth dates, etc. This information must not be sent through regular email. It must be sent through a secure file transfer system or over the phone. This information in physical form, if needed, must be secured in a locked cabinet or safe when not in use. Where resting in stasis (storage) on computer systems, all such PII should be encrypted.

## **LOCK COMPUTERS AND DEVICES**

Physical access to equipment such as servers should be limited, kept locked and secured with a key that doesn't open any other door. For desktops, have a short computer lockout policy, 5-15 minutes, so if a user steps away from their workstation, the PC will auto lock quickly and request a password. Laptops must also be physically locked up when not in use. Laptops with sensitive information should not be used outside of the workplace unless authorized by management, and should make use of whole-disk encryption to protect sensitive information on the move.

## **SECURE PORTABLE MEDIA**

Portable devices such as mobile phones and laptops should have limited password access to the network. When using portable media such as USB drives and DVDs, it is important to scan these devices for malware before use. If you find a USB device, DON'T USE IT AT ALL; this is a common trick to gain access to private networks. These devices should not be bootable or allowed to directly run install software.

## **REPORT LOST OR STOLEN DEVICES**

It is important to report a lost or stolen device to the person maintaining the location's I.T. who will determine if a remote wipe is possible. Catholic Mutual should also be contacted if the device in question contains confidential information such as donor addresses, phone numbers, donation amounts, student information, password, credit cards, social security numbers, etc.

## **BACKUP**

Regular backup of critical data is mandatory for business continuity. Using an external drive for backup is acceptable as long as the device is removed after the backup process is complete and the device is encrypted. At least two external devices should be used and rotated at least weekly. The rotated device must be kept in the office safe or kept offsite (ideally in a data storage facility).

Backup services to vendors in the Cloud are an acceptable way to keep your data safe, as long as they can restore to a point in time from multiple backups and they utilize encryption. (See Appendix for Cloud Backup Services).

Test that data can be recovered from the backups at semi-regular intervals. Quarterly is recommended.

## **DROPBOX, iCloud, ONEDRIVE APPLICATIONS VS. WEB ACCESS**

Dropbox, iCloud, OneDrive and other file sharing applications leave a potential hole in the defense of your computer. A file placed by someone outside your network into a Dropbox share can slide through to the Dropbox storage areas on all shared computers and potentially will not be scanned by the antivirus program. It is recommended to use the web interface for these applications if you allow others to modify data on the drive. Downloading from the web interface will force anti-virus software to evaluate the file and give you better protection.

## **SUPPORT**

Often overlooked, support may be the most critical consideration with regard to the location network of any size. Always consider who will implement and review policies, train employees, support the computers or network and how. Ensure that there is a specific agreement with support vendor(s) defining a Support Level Agreement (SLA) that meets the business need. If utilizing the services of an

employee in the organization or a parishioner, ensure that the knowledge he or she possesses about the network is well-documented to ensure a smooth transition as needed.

### **DESKTOP SOFTWARE POLICY**

The location should have clear rules for what employees and volunteers can install and keep on their work computers. Make sure they understand and abide by these rules by limiting administrative rights on the location machines. Unknown outside programs can open security vulnerabilities in your network. Only programs evaluated and approved by the location Business Manager, Pastor, Principal or IT Director should be installed on location devices.

### **WHAT TO DO IF A CYBER INCIDENT TAKES PLACE**

In the event of a suspected cyber-attack, the following steps should be followed in the case of an actual or potential information security breach, including: (a) all losses or disclosures of confidential or sensitive information, (b) all information security violations and problems, (c) all suspected information security problems, vulnerabilities, and incidents, (d) any damage to or loss of Location computer hardware, software, or information that has been entrusted to their care.

Step 1. Do not turn off or reboot any systems, but unplug network cables IMMEDIATELY, and/or disconnect the system(s) from the wireless network. Take notes (date; time; who discovered; what tripped the alarm);

Step 2. Report the incident to: (A) designated person per Location policy. This can be the primary IT contact as well as Catholic Mutual.

Step 3. Instruct reporting personnel not to do anything until appropriate counsel is obtained (specifically the NAS insurance claims personnel)

Step 4. After confirmation, secure the scene. Do not allow anyone to take any action on affected systems;

Step 5. Determine if security of sensitive data was breached and, if so, what data elements were included (e.g. name, age, DOB, SSN, medical information); and,

Step 6. Preserve and protect the evidence.

### **THIRD-PARTY SECURITY TESTING**

It has long been an accepted best practice to conduct regular third-party reviews or audits of security posture, with a different set of eyes each time. This ensures that politically-unmotivated third parties bring in new areas of expertise each time, and provide a snapshot of the risk posture of the organization, and a list of things to consider fixing.

## **Appendixes:**

### **RECOMMENDED TRAINING VENDORS**

Microsoft offers a free Internet Safety for Enterprise & Organizations toolkit.  
<https://www.gcflearnfree.org/internetsafety/> is a free class available for all companies.

Lynda.com offers a series of cybersecurity awareness courses.

KnowBe4.com is a paid service that offers Cyber Security Training and campaigns to the test user awareness through email and other media types.

### **RECOMMENDED FIREWALL MANUFACTURERS**

Here are a few manufacturers that have content filtering, gateway anti-virus, etc. and are good for a small office environment at a reasonable price.

SonicWALL TZ315 or newer  
Sophos XG series  
Ubiquity UniFi Gateway Pro

### **RECOMMENDED ANIT-VIRUS MANUFACTURERS**

Use the paid versions to get support.

Windows Defender  
Malwarebytes  
Symantec / Norton Endpoint Protection  
Bitdefender  
ESET  
Immunet  
Sophos Endpoint Protection  
Sophos InceptorX – Real-time Malware Detection  
Avira Pro – PC & MAC

The following are not recommended for use:

AVG Free  
Kaspersky

### **RECOMMENDED UPDATE SERVERS/APPLICATIONS**

Windows Update Server 3.0 (server) – Windows Patches and Updates  
Ninite Pro (application) – Third Party Updates (Adobe Reader, Chrome, Firefox, Flash, Java, etc.)  
Solar Winds Patch Manager (server) – Third Party Updates

## **OPERATING SYSTEMS END OF LIFE**

Any operating systems not listed below are obsolete and are not supported.

Microsoft Desktop Operating Systems:

Windows 7 – Service Pack 1 – January 14, 2020

Windows 8 – Windows 8.1 – January 10, 2023

Windows 10 – Version 1511 – October 10, 2017

Windows 10 – Version 1703 – October 14, 2025

Microsoft Server Operating Systems:

Windows 2008 – R2 – January 14, 2020

Windows 2012 – R2 – January 10, 2023

Windows 2016 – January 11, 2027

## **PASSWORD MANAGEMENT APPLICATIONS**

iOS, Windows, MAC, Chromium - LastPass

iOS – oneSafe

Windows – KeePass 2

Mac – 1Password

Mac – Keeper

Mac- KeyChains

## **CLOUD BACKUP SERVICES**

Carbonite

iDrive

Crashplan

TimeMachine