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|  | THE UNIVERSITY OF BRITISH COLUMBIA (*UBC Athletics & Recreation*) |

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| **Requirement 5: Use and regularly update anti-virus software or programs** | |
| **Date of Issue:**  () |

**PURPOSE**

To document the procedures to meet PCI compliance requirements(*5.1, 5.1.1, 5.2*)

**POLICY**

These procedures relate to university policy 106 (Access to and Security of Administrative Information), and section 5 (PCI-DSS Requirements) of UBC’s Information Security Manual.

**PERSONNEL INVOLVED**

(Manager - Computer Systems, Coordinator - Computer Systems)

**CONTACT INFORMATION**

For procedure enquiries, please contact (*Ben Jan, Manager – Computer Systems, 604.822.0444, webteam@rec.ubc.ca*).

**PROCEDURE, INFORMATION**

1. All UBC Athletics computers must have Sophos Antivirus installed as part of the regular configuration
   1. On-access scan settings include automatic cleanup of items that contain virus/spyware, with Delete being the default option if cleanup fails.
   2. Sophos AV logs are by default stored in C:\Program Files\Sophos\AutoUpdate\Logs
   3. Sophos AV checks for updates every 120 minutes.

**REVISION HISTORY**

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| **Date** | **Details of Change** | **Changed By** | **Approved By** | **Title** |
| (*Insert Date*) | (*Initial Version*) | (*Name*) | (*Name*) | (*Approver’s Job Title*) |