



INTERNET AND EMAIL USE POLICY

POLICY STATEMENT

It is the policy of this company to operate our business in a manner that does not expose us or our clients or customers to any risk of loss or damage through the use or misuse of electronic data transfer. To achieve this, we reserve the right to exercise control over the manner in which company computers are used to access the internet, and in the use of company computers for personal communications, including the right to monitor, log, and/or restrict access to the internet or email with or without prior notice.

AIMS AND OBJECTIVES

The uncontrolled use of company computers for private purposes can result in loss or damage due to security breaches, corruption or loss of data, programs and operating systems due to virus and malware, etc, infection, and unauthorised third party hacking into company servers. Our aim is to ensure that the integrity of the company's computer system is not compromised by ensuring that controls to prevent these unwanted events occurring are applied.

RESPONSIBILITIES

A person must not, unless authorised or permitted to do so:

- Download or install any software on to a company computer
- Use company computers for gaming or other private purposes (such as accessing social networking sites)
- Download or access any material that could be considered offensive, pornographic or objectionable, or send or forward emails of an offensive nature
- Download company information for private purposes.

Computer users must:

- Ensure that anti-virus, malware and spyware programs are kept up to date
- Carry out virus checks before opening emails, attachments or executable (.exe) files.

Users must inform their system administrator immediately of any problems that may be encountered while using a company computer.

AUTHORISED BY

Signed: John Chapman

Position: Chief Executive Officer

Date: 1st July 2018