

This is the statement of general policy and arrangements for:



Overall and final responsibility for acceptable use:

Tilly Dineen

Aditinet UK is totally committed to the principles and practice of acceptable usage of all information and equipment. This Acceptable Usage Policy covers the security and use of all Aditinet UK's information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This policy applies to all Aditinet UK's employees, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to Aditinet UK's business activities worldwide, and to all information handled by Aditinet UK relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by Aditinet UK or on its behalf.

## Computer Access Control – Individual's Responsibility

Access to the Aditinet UK IT systems is controlled by the use of User IDs, passwords and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the Aditinet UK IT systems.

Individuals must not:

- Allow anyone else to use their user ID/token and password on any Aditinet UK IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access Aditinet UK's IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to Aditinet UK's IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non-Aditinet UK authorised device to the Aditinet UK network or IT systems.
- Store Aditinet UK data on any non-authorized equipment.
- Give or transfer Aditinet UK data or software to any person or organisation. outside Aditinet UK without the authority of Aditinet UK.

Line managers must ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.

## Internet and email Conditions of Use

Use of Aditinet UK internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Aditinet UK in any way, not in breach of any term and condition of employment and does not place the individual or Aditinet UK in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Signed:



Dated: July 2019