

NetFM UK - Information Security Policy

This document outlines the policy and responsibilities of NetFM and its Employees and Contractors in terms of internal company Information Resources (IR) and client Information Security (IS).

- **All personnel are responsible for managing their own use of IR and are accountable for their actions relating to IR.** Personnel are also equally responsible for reporting any suspected or confirmed violations of this policy to the appropriate management.
- **The use of IR must be for officially authorised business purposes only.** There is no guarantee of personal privacy or access to tools such as, but not limited to; email, Web browsing, and other electronic discussion tools. The use of these electronic communications tools may be monitored to fulfil complaint or investigation requirements. Each employee will be held accountable for ensuring they have proper authorisation of IR utilisation.
- **Any data used (or stored) within NetFM's IR system must be kept confidential and secure by the user.** Whether data is stored in a paper or electronic format, or if the data is copied, printed, or electronically transmitted, the data must still be protected as confidential and secured.
- **NetFM must provide adequate access controls** in order to monitor systems to protect data and programs from misuse in accordance with the needs defined by owner departments. Access must and will be properly documented, authorized, restricted and controlled by all personnel.
- All commercial software used on computer systems must be supported by a software license agreement that specifically describes the usage rights and restrictions of the product if applicable. Personnel must abide by all license agreements and must not illegally copy licensed software. The Technical Director reserves the right to remove any unlicensed software from any company computer system or digital device.
- The Technical Director reserves the right to remove any non-business related software or files from any company system or device. Examples of non-business related software or files include, but are not limited to; games, instant messengers, pop email, music files, image files, freeware, and shareware.

By signing this document, the Employee / Contractor shall be considered to have committed to adhering to and fulfilling their responsibilities as laid out within this document and within associated NetFM UK Security Policies.

Employee / Contractor Name:.....

Signed:..... Date:

Acknowledged by:.....(NetFM UK Ltd.)