

IT POLICY

1. INFORMATION OWNERSHIP

All information used or retained in the course of La Sentinelle Group business is considered a company asset. As such, all staff is responsible for its protection. Managers are responsible for ensuring that controls on the protection of company information are operating effectively. Failure by any employee to comply with the security requirements which follow is regarded seriously and may lead to disciplinary action and/or criminal prosecution.

All staff authorised to use Company computer equipment or to whom computing facilities and/or rights for accessing La Sentinelle Group computing resources/facilities has been granted shall be solely responsible for facilities granted to him/her and is required to implement the following control measures immediately :

2. Loss/Theft

Any theft or loss of computer equipment/peripheral, or any other occurrence of theft or loss from any premises occupied by staff, must be reported through Line Management to Security within 72 hours using a Loss/Theft Report form (see Appendix A). When theft is suspected it must also be reported to the Police, and the crime reference number noted on the Loss/Theft Report. Staff should be reminded that most computer or communication equipment will not be covered under LSL Insurance Policy and cost of replacement will have to be financed either from departmental budgets or on their own as may be found by enquiry.

Equipment relocation

Equipment relocation should follow a signed request from the line Manager to the IT section.

IT POLICY

3. Procurement of Computer Equipment and Registration

Procurement of new equipment and software is to be duly substantiated taking amongst others total cost of ownership and usage and purchased in conjunction with IT Section. This will enable all new purchases to be properly followed, ensure immediate registration upon receipt and security marked with an La Sentinelle Group asset number while software licenses registered/updated. Installation of computer equipment and related operating software must only be carried out by IT staff or approved contractors while strictly adhering to request and change management procedures.

4. Purchase, Installation and Use of Software

New computer software purchase is to be duly substantiated taking amongst others total cost of ownership and usage. It is only to be purchased in conjunction with IT Department and immediately registered on receipt. It is essential that the license issued with the purchase (and any other proof of purchase) is retained by the *Software Compliance Officer* in the IT Department. Installation of software on La Sentinelle Group computers must only be carried out by IT staff or approved contractors while strictly adhering to request and change management procedures.

5. Technical Compatibility

New computer equipment and/or software is not be introduced into the La Sentinelle Group network without technical assessments being carried out. Testing and approval is carried out by the IT team.

IT POLICY

6. Access to Networked resources and Passwords

Access to networked facilities shall be allowed upon formal substantiated request of the employee ("User"), after approval from his/her divisional Manager.

Users will be given access to the network and any required facility/resource and as minimum given a password to do so. Automatic prompts will be given periodically to change passwords. In areas where IT equipment is shared, IT staff can assist with establishing a practical system of password communication without compromising security. Passwords are not to be displayed in the vicinity of desktop PCs nor disclosed to any other party. The person to whom a user name and password is assigned is solely responsible and liable for any use/misuse that is made through the password.

7. Disposal of Equipment

The company has a formal process for disposal of computer equipment which includes the removal of all stored data, operating systems and applications. Your Line Manager must be contacted prior to any disposal.

Acceptable Use

Computer & other electronic Devices

IT POLICY

E-mail, Internet, etc.